Indiana Department of Homeland Security

Comprehensive Training & Exercise Guidance

Volume I, September 21, 2012

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Executive Summary

The Indiana Department of Homeland Security (IDHS) has developed this Comprehensive Training & Exercise Guidance to provide Indiana's public safety partners who participate in United States Department of Homeland Security (USDHS) or State funded training and exercise events a comprehensive "one-stop" guidance document that outlines the policies and procedures that must be followed when utilizing federal or state grant funds. This document also provides information regarding allowable expenses and reimbursement policies under the USDHS/IDHS grant programs.

The Indiana Department of Homeland Security receives federal grants and dedicated state funding to utilize for training and exercise events in order to prepare Indiana's public safety partners to respond during all types of hazards and conditions. IDHS is obligated to ensure that all jurisdictions who receive training and/or exercise funding for the design, development and conduct of training or exercise events use these funds in compliance with federal and state requirements.

The purpose of training and exercises is to enhance capabilities, validate plans, policies, agreements, procedures, and skills of Indiana's public safety partners. Additionally, exercises assist IDHS in identifying gaps in response capabilities at State and local levels. Exercises can also provide valuable lessons learned and best practices that will aid the state and local jurisdictions in future planning and training. In order to build upon existing capabilities the lessons learned shall be used in the design and development of future exercises.

The Indiana Department of Homeland Security has adopted the U.S. Department of Homeland Security's *Homeland Security Exercise and Evaluation Program* (HSEEP) as the methodology for the planning, conduct, and evaluation of all training and exercise programs funded by USDHS Grant Funds in accordance with Homeland Security Presidential Directive (HSPD8). HSEEP constitutes a national standard as indicated under the standards of the National Incident Management System (NIMS). This Comprehensive Training and Exercise Guidance references and incorporates the requirements of HSEEP. HSEEP and this guidance document can be a beneficial tool for the development and conduct of training exercises. For further information on HSEEP, please visit: http://www.hseep.dhs.gov/

All State grantees, and specifically Emergency Management Performance Grant (EMPG) funded grantees, will develop and maintain a progressive training and exercise program consistent with the National Exercise Program Base Plan, to include the planning and conduct of no less than four quarterly exercises (one exercise per quarter) of any type (e.g., Seminars, Workshops, Games, Drills, Tabletop Exercises, Functional), and one Full-scale exercise within a 12-month period beginning on the date of the grant award. In addition, all EMPG-funded personnel at both the State and local levels shall participate in no less than three exercises in a 12-month period. Real world events do not count toward meeting this requirement.

An After Action Report/Improvement Plan (AAR/IP) and Corrective Actions Plans must be completed and submitted to the Indiana Department of Homeland Security at training@dhs.in.gov within 90 days after conduct of an exercise.

Corrective Action Program (CAP) System - a web-based application that resides within the NEXS enables users to prioritize, track, and analyze improvement plans developed from exercises and real-world events. Features of the CAP System include Improvement Plan creation and maintenance, corrective action assignment and tracking, reporting, and analysis. The CAP System supports the process by which exercise and real-world events can inform and improve exercise programs and other preparedness components. CAP System FAQ.

Additional information and guidance related to AAR/IPs, the CAP System and the NEP Base Plan can be found on the HSEEP website: https://hseep.dhs.gov. Questions regarding HSEEP guidance may be

directed to HSEEP@dhs.gov; for HSEEP Toolkit technical support, contact the HSEEP helpdesk at support@hseep.net or 877-612-HELP (4357).

This *Indiana Department of Homeland Security Comprehensive Training & Exercise Guidance* is effective for all open grants. IDHS will make federal and state funds available to state agencies and local governments for exercise and training using grant agreement, sub-grant agreements, and memorandums of understanding (MOU). The use of such funds will be governed by the terms and conditions of that agreement or MOU. In case of any ambiguity, conflict, or inconsistency between this document and the agreement or MOU, the provisions of the agreement or MOU take precedence.

Summary of Changes

Description	Date	Authorized Signature
Yearly Update	September 2012	Meghan Luke

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1.   EXERCISE PROGRAM GUIDANCE

This Comprehensive Guidance applies to all jurisdictions or agencies that receive grant funding from the Indiana Department of Homeland Security (IDHS) to plan and conduct exercises. All exercises designed and conducted with the financial support of the Indiana Department of Homeland Security are subject to the approval of the Executive Director of the Indiana Department of Homeland Security or designee. The use of training and exercise funding must comply with guidance set forth by the USDHS and IDHS.

- Funded exercises must be based on the IDHS's Strategic plan and Multi-Year Training and Exercise Plan. Acceptable projects can be found within the guidelines of emergency preparedness programs and exercises to include District Response Task Force Deployment exercises. Exercises funded with federal grant dollars must involve exercises dealing with District Response Task Force elements as part of the scenario unless otherwise approved by IDHS. All exercise functions utilizing the following federal funds below must utilize the prescribed HSEEP methodology.
    - o Homeland Security Grant Program (HSGP)
    - o   State Homeland Security Grant Program (SHSP)
    - o   Citizen Corps Program (CCP)
    - o   Urban Area Security Initiative (UASI)
    - o   Metropolitan Medical Response System (MMRS)
    - o Emergency Management Performance Grant (EMPG)
    - o Buffer Zone Protection Program (BZPP)
    - o Interoperable Emergency Communications Grant Program (IECGP)
    - o Any future USDHS grant programs that may be released after the promulgation of this guidance.

- All exercises shall be multi-agency, multi-jurisdictional, district level exercises. However, in order to achieve the goal of raising capabilities of districts to respond to large-scale events, districts are encouraged to develop a comprehensive training and exercise program focused on preparing all entities to perform in real world events. The comprehensive training and exercise program may include a combination of smaller-scale discussion or operations-based exercises (as defined by HSEEP). The comprehensive training and exercise program should be developed during the required annual Training and Exercise Planning Workshop (TEPW).

- **Exercise Venues:** IDHS is most concerned with developing the capabilities needed to respond to a catastrophic event in Indiana in accordance to Indiana's Comprehensive Emergency Management Plan. Each district's exercise project proposals will be evaluated to determine if the planned exercise meets both the district's and the state's goals. IDHS reserves the right to approve exercise venues and to request that all or some elements of a district operations based exercises be conducted outside the jurisdiction or district in order to meet the overall objective of developing the capability to respond to a catastrophic event in Indiana or another state.

- The fiscal/legal agent shall be responsible for the acceptance and disbursement of all funds related to the design, planning, conduct, after action reporting and improvement planning for the exercises.

- A sub-grant agreement providing funding for the exercise must be signed by both the Fiscal/Legal Agent and the State at least 5 months (for Discussion Based Exercises) to 8 months (for Operational Based Exercises) prior to the exercise or the exercise may be required to be cancelled or postponed.

- Any costs incurred before the date that the sub-grant agreement is signed by all parties, including exercise planning costs, may not be reimbursed.

- When developing a schedule for an exercise, the time it takes to draft and obtain signatures on the sub-grant agreement must be included in the schedule. After IDHS receives the sub-grant agreement back from the fiscal/legal agent, it may take 45-60 days for it to be signed by all State signatories. (See Section 1.4 Minimum Planning Timeline and Section 1.10).

- Indiana requires the use of the Homeland Security Exercise and Evaluation Program (HSEEP) Methodology for all exercise design, planning, conduct, and after action/improvement process.

- All requests for direct funding support from the Indiana Department of Homeland Security must be accompanied by an "Exercise Proposal" as described in Section 1.1 below.

- If a sub-grant agreement is already in place, a proposal for **each** exercise project planned **must** still be submitted to the Indiana Department of Homeland Security through the National Exercise Schedule (NEXS) prior to incurring any costs related to the planning or conduct of the exercise project, otherwise the costs incurred for the conduct of the exercise will not be reimbursed.

- All exercises must be scheduled on the U.S. DHS National Exercise Schedule (NEXS), to include all required information as listed on the NEXS. The Exercise Lead should appoint a member of the planning team to enter NEXS data. The NEXS can be located at: https://hseep.dhs.gov/. This is a requirement of U.S. DHS. No reimbursement may be made without the exercise entered in the NEXS. For a brief tutorial on NEXS data entry, visit this link: http://www.in.gov/dhs/NEXS/NEXS_Overview.htm

- All exercise activities must be conducted at the Indiana Department of Homeland Security District level unless otherwise directed and approved by IDHS.

- **NIMS Compliance:** Exercises conducted using federal grant funds must be National Incident Management System (NIMS) compliant, as defined by the 2008 and 2009 NIMS compliance matrices. Local government and agencies must have completed the NIMSCAST assessments for federal fiscal year 2011. More information is available online at http://www.fema.gov/national-incident-management-system-implementation-and-compliance-guidance.

- **Training and Exercise Planning Workshop:** Each IDHS District is required to conduct an annual Training and Exercise Planning Workshop (TEPW). A Multi-year Training and Exercise Plan and schedule must be produced from the TEPW and submitted to the State Preparedness & Training Branch Chief. This plan must be updated annually. The Training and Exercise Plan will include the District's training and exercise priorities (based on the homeland security strategy and previous year improvement plans), associated capabilities, and a multi-year training and exercise schedule (to be updated annually and resubmitted to IDHS within 30 days of the Workshop). The schedule should reflect all trainings and exercises that are being conducted throughout the District. A template of the Multi-year Training and Exercise Plan can be found in HSEEP Volume IV. The Multi-year Training and Exercise Plan should employ a cycle of activity that includes trainings and exercises of increasing levels of complexity. The training cycle will follow a building block approach that identifies, for each State priority, the related capabilities, and the focus of the training necessary to address the associated capabilities. To this end, grantees are encouraged to invite representatives and/or planners involved with other Federally-mandated (e.g. Health and Human Services (HHS), Radiological Emergency Preparedness, (REP) and Federal Aviation Administration (FAA)) or private (e.g., Joint Commission on accreditation of Healthcare Organizations (JCAHO) exercise activities. Districts are encouraged to share at a minimum, the multi-year training and exercise schedule with those departments, agencies, and organizations included in the plan. Further guidance concerning Training and Exercise Plan Workshops can be found in the HSEEP Volumes.

- All TEPs developed at the UASI level should roll-up to one overarching State TEP, which should be submitted to your respective FEMA Regional Exercise Officer (points of contact listed on the HSEEP website) and to hseep@dhs.gov within 30 days after conducting the TEPW. Grantees must utilize the Homeland Security Exercise and Evaluation Program (HSEEP), including the National Exercise Schedule (NEXS). Grantees must use the Corrective Action Program (CAP) System for monitoring and tracking corrective actions.

1.1. Exercise Approval process

The following guidance applies to those jurisdictions or agencies that request direct funding support from the Indiana Department of Homeland Security for conducting exercise training. The exercise planning team or the leadership of the exercise planning team for the District may be required to give a formal presentation to the Executive Director of the Indiana Department of Homeland Security and/or other officials within the Indiana Department of Homeland Security, after the exercise project has been approved by the District Planning Council (DPC). No projects, trainings or exercise events will be funded, or approved to be funded, if NEXS reporting has not been completed. For a brief tutorial on NEXS reporting, please visit the following link: http://www.in.gov/dhs/NEXS/NEXS_Overview.htm

When the exercise project has been entered into the NEXS, the system will notify the Indiana Department of Homeland Security that a training or exercise project has been submitted for review by the Indiana Department of Homeland Security Exercise & Training Section within the Preparedness & Training Division.

The exercise proposal shall consist of:

Completion of the NEXS Report and submission for publishing/approval (See Sample Appendix A):

- An estimated detailed budget worksheet that includes the expenses anticipated in the design, planning, and execution of the training or exercise and After Action/Improvement process. The budget shall be developed within the iGMS system. (See Sample Budget **Appendix B**)

- The draft exercise budget must be uploaded to the NEXS as an attachment, in PDF format.

If a sub-grant agreement is not already in place, this information will be used to develop the sub-grant agreement. When developing a schedule for an exercise, the time it takes to fully execute the sub-grant agreement must be included in the schedule. After IDHS receives the sub-grant agreement back from the fiscal/legal agent, it will take 45-60 days for it to be signed by State signatories. The event is not approved until the sub recipient has received notification from the NEXS stating the proposal has been approved by IDHS.

1.2. Exercise Conduct

The process of exercising is well established within HSEEP. For exercises to be effective, they must be conducted with a frequency that the jurisdiction or agency can support. Thus, the types of exercises should progress based on the jurisdiction or agencies past Improvement Plans and capabilities assessments, resources available and as identified in the Multi Year Plan and Schedule.

Full-Scale Exercise

Functional Exercises

Drills

Games

Tabletops

Workshops

Seminars

Capability

Planning/Training

Discussion-Based

Operational-Based
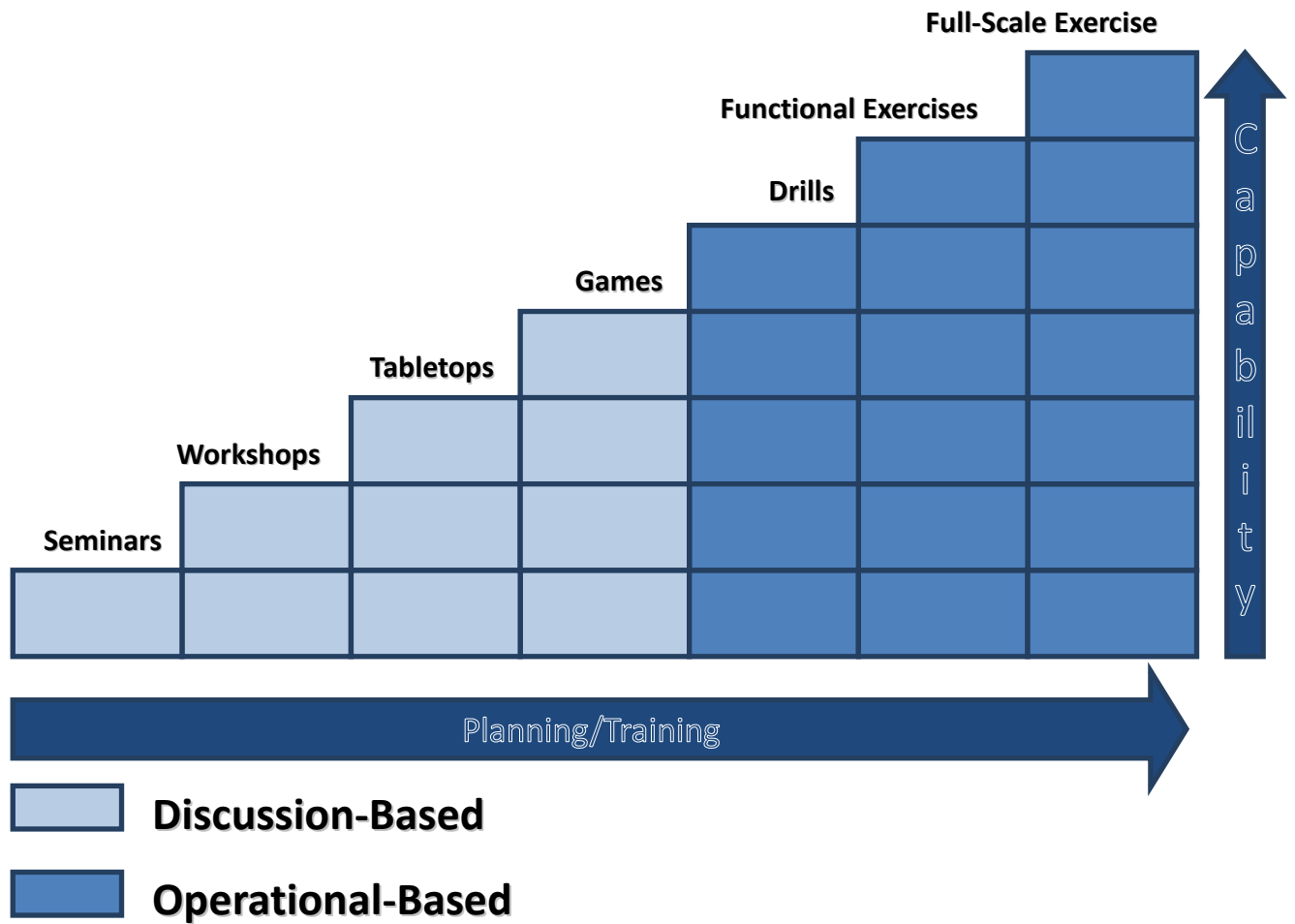
1.3. Exercise Types

	Utility/Purpose	Type of Player Action	Duration	Real-Time Play?	Scope
Discussion-Based Exercises	Familiarize players with current plans, policies, agreements, and procedures; develop new plans, policies, agreements, and procedures	Notional; player actions are imaginary or hypothetical	Rarely exceeding 8 hours	No	Varies
Seminar	Provide overview of new or current plans, resources, strategies, concepts, or ideas	N/A	2-5 hours	No	Multi agency or Single agency
Workshop	Achieve specific goal or build product (e.g., exercise objectives, SOP's, policies, or plans)	N/A	3-8 hours	No	Multi- agency Single function
Tabletop Exercise (TTX)	Assist senior officials in the ability to understand and assess plans, policies, procedures, and concepts	Notional	4-8 hours	No	Multi-agency Multiple - functions
Game	Explore decision-making process and examine consequences of those decisions	Notional	2-5 hours	No (though some simulations provide real or near real time play)	Multi-agency Multiple-functions
Operations-Based Exercises	Test and validate plans, policies, agreements, and procedures; clarify roles and responsibilities; identify resource gaps	Actual; player action mimics reaction, response, mobilization, and commitment of personnel and resources	May be hours, days, or weeks; depending on purpose, type, and scope of the exercise	Yes	Varies
Drill	Test a single operation or function of an agency	Actual	2-4 hours	Yes	Single agency or Single function
Functional Exercise (FE)	Test and evaluate capabilities, functions, plans, and staffs of Incident Command, Unified Command, intelligence centers, or other command/operations centers	Command staff actions are actual; movement of other personnel, equipment, or adversaries is simulated	4-8 hours or several days or weeks	Yes	Multiple functional areas/Multiple functions
Full-Scale Exercise (FSE)	Implement and analyze plans, policies, procedures, and cooperative agreements developed in previous exercises	Actual	One full day or several days or weeks	Yes	Multi-agency/Multiple functions

Discussion-based Exercises

Discussion-based exercises are normally used as a starting point in the building-block approach of escalating exercise complexity. Discussion-based exercises include seminars, workshops, tabletop exercises (TTX's), and games. These types of exercises typically highlight existing plans, policies, interagency/inter-jurisdictional agreements, and procedures. Discussion-based exercises are valuable tools for familiarizing agencies and personnel with current or expected jurisdictional/organizational capabilities. Discussion-based exercises typically focus on strategic, policy-oriented issues. Facilitators and/or presenters usually lead the discussion, keeping participants on track toward meeting exercise objectives.

- **Seminars**
    - Seminars are informal discussions, unconstrained by real-time portrayal of events and led by a seminar leader. They are generally employed to orient participants to, or provide an overview of, authorities, strategies, plans, policies, procedures, protocols, response resources, and/or concepts and ideas. Seminars provide a good starting point for jurisdictions/organizations that are developing or making major changes to their plans and procedures.

- **Workshops**
    - After seminars, workshops represent the second tier of exercises in the HSEEP building-block approach. They differ from seminars in two important respects: participant interaction is increased, and the focus is on achieving or building a product (such as a draft plan or policy). Some workshops are employed in conjunction with exercise development to determine objectives, develop scenarios, and define evaluation criteria.
    - A workshop may also be used to produce new standard operating procedures (SOPs), emergency operations plans (EOP's), multi-year plans, or improvement plans. To be effective, workshops must be highly focused on a specific issue, and the desired outcome or goal must be clearly defined. A district Training & Exercise Planning Workshop can also be funded with exercise grant funds.

- **Tabletop Exercises (TTX)**
    - Tabletop Exercises (TTXs) involve key personnel discussing simulated scenarios in an informal setting. This type of exercise is used to assess plans, policies, and procedures or to assess the systems needed to guide the prevention of, response to, and recovery from a defined incident. TTXs typically are aimed at facilitating understanding of concepts, identifying strengths and shortfalls, and achieving changes in attitude. Participants are encouraged to discuss issues in depth and develop decisions through slow-paced problem solving, rather than the rapid, spontaneous decision making that occurs under actual or simulated emergency conditions. The effectiveness of a TTX is derived from the energetic involvement of participants and their assessment of recommended revisions to current policies, procedures, and plans.
    - TTX methods are divided into two categories: basic and advanced. In a basic TTX, the scene set by the scenario materials remains constant. It describes an event or emergency incident (i.e., scenario) and brings discussion participants up to the simulated present time. Players apply their knowledge and skills to a list of problems presented by the leader/moderator; problems are discussed as a group; and resolution is generally agreed on and summarized by the leader.
    - In an advanced TTX; play revolves around delivery of pre-scripted messages to players that alter the original scenario. The exercise controller (or moderator) usually introduces problems one at a time in the form of a written message, simulated telephone call, videotape, or other means. Participants discuss the issues raised by the simulated problem, applying appropriate plans and procedures.

- o TTX's are effective for evaluating group problem solving, personnel contingencies, group message interpretation, information sharing, interagency coordination, and achievement of specific objectives, among other issues.

- **Games**
  - o A game is a simulation of operations that often involves two or more teams, usually in a competitive environment, using rules, data, and procedures designed to depict an actual or assumed real-life situation. A game does not require use of actual resources, and the sequence of events affects, and is in turn affected by, decisions made by players. The goal of a game is to explore decision-making processes and the consequences of those decisions.
  - o With the evolving complexity and sophistication of current simulations, opportunities to provide enhanced realism for game participants have increased. Computer-generated scenarios and simulations can provide a more realistic and time-sensitive method of introducing situations for analysis. Planner decisions can be input into realistic models to show the effects of decisions made during a game. Internet-based, multi-player games offer many additional benefits, such as saving money by reducing travel and travel time, offering more frequent training opportunities, and taking less time away from primary functions. They also provide a collaborative environment that reflects realistic occurrences.

Operations-based Exercises

Operations-based exercises represent the next level of the exercise cycle. They are used to validate the plans, policies, agreements, and procedures solidified in discussion-based exercises. Operations-based exercises include drills, functional exercises (FEs), and full-scale exercises (FSEs). They can clarify roles and responsibilities, identify gaps in resources needed to implement plans and procedures, and improve individual and team performance. Operations-based exercises are characterized by actual reaction to simulated intelligence; response to emergency conditions; mobilization of apparatus, resources, and/or networks; and commitment of personnel, usually over an extended period of time.

- **Drills**
  - o A drill is a coordinated, supervised activity usually employed to test a single, specific operation or function in a single agency or organizational entity. Drills are commonly used to provide training on new equipment, develop or test new policies or procedures, or practice and maintain current skills.

- **Functional Exercises (FE)**
  - o The functional exercise (FE), also known as a command post exercise (CPX), is designed to test and evaluate individual capabilities, multiple functions, activities within a function, or interdependent groups of functions. Events are projected through an exercise scenario with event updates that drive activity at the management level. A FE simulates the reality of operations in a functional area by presenting complex and realistic problems that require rapid and effective responses by trained personnel in a highly stressful environment.
  - o Response and recovery-focused FE's are generally focused on exercising the plans, policies, procedures, and staffs of the direction and control nodes of Incident Command and Unified Command. Movement of personnel and equipment is simulated.
  - o Prevention-focused FE's are usually focused on exercising the plans, policies, procedures, agreements, networks, and staffs of fusion centers or law enforcement agencies with counterterrorism missions. Adversary actions are largely simulated and delivered in the form of shared intelligence; however, some of these actions may be carried out by simulated adversaries, or Red Teams, in a separate but coordinated

category of exercise play. See HSEEP Volume V: Terrorism Prevention Exercises for more information.

- **Full-Scale Exercise (FSE)**
    - o The FSE is the most complex type of exercise. FSE's are multi-agency, multi-jurisdictional, multi-organizational exercises that test many facets of preparedness. They focus on implementing and analyzing the plans, policies, procedures, and cooperative agreements developed in discussion-based exercises and honed in previous, smaller, operations-based exercises. In FSE's, the reality of operations in multiple functional areas presents complex and realistic problems that require critical thinking, rapid problem-solving, and effective responses by trained personnel. During FSE's, events are projected through a scripted exercise scenario with built-in flexibility to allow updates to drive activity. FSE's are conducted in a real-time, stressful environment that closely mirrors real events. The level of support needed to conduct an FSE is greater than that needed during other types of exercises.
    - o Response-focused FSE's include many first responders operating under the principles of the National Incident Management System (NIMS) to effectively and efficiently respond to an incident. First responders and resources are mobilized and deployed to the scene where they conduct their actions as if a real incident had occurred (with minor exceptions).

1.4. Minimum Planning Timelines

Discussion-Based Exercises

All time frames below are the *minimum* recommended by HSEEP.

Milestones	Fully Executed Sub-Grant	Concepts & Objectives Meeting	Initial Planning Conference	Present to State with Budget	State Approval	Mid-Term Planning Conference	MSEL Conference	Final Planning Conference	Conduct Exercise	Draft AAR/IP	After-Action Conference	Submit AAR/IP Final Draft
Months Prior to Exercise Date	5	N/A	3	2.5	2.5	2	N/A	1.5	-	-1	-1.25	-2

Operational-Based Exercise

All time frames below are the *minimum* recommended by HSEEP.

Milestones	Fully Executed Sub-Grant	Concepts & Objectives Meeting	Initial Planning Conference	Present to State with Budget	State Approval	Mid-Term Planning Conference	MSEL Conference	Final Planning Conference	Conduct Exercise	Draft AAR/IP	After-Action Conference	Submit AAR/IP Final Draft
Months Prior to Exercise Date	8	7	6	5.5	5	4	3.5	1	-	-1	-1..25	-2

Exercise Planning Timelines

Exercise planning timelines establish target timeframes for attaining significant, exercise-related milestones, such as planning conferences, training, exercise conduct, after-action reporting, and improvement planning. These timelines should be consistent with the scheduling component of the entity's Multi-Year Training and Exercise Plan.

Timelines will vary based on exericse scope and complexity: For example, exercise planners generally employ longer timelines for tabletop exercises (TTX's) than for workshops and seminars, and even longer timelines for complex or multi-jurisdictional full-scale exercises (FSE's). Timelines also may vary based on the entiy's experience in conducting exercises, available resources, and the size of the exercise planning team. Examples of exercise planning timelines containing milestones are available in HSEEP Volume IV. (Excerpt from USDHS HSEEP Volume I)

1.5. Allowable Exercise Expenditures

There are federal requirements that apply to procurement and contracting initiated using federal funds for training exercises. Exercise grant funding can be used for the following types of expenditures (excluding HMEP grant funds):

- **Funds Used to Design, Develop, Conduct and Evaluate an Exercise** – Includes costs related to planning, meeting space and other meeting costs, facilitation costs, consumable materials and supplies, travel, and documentation. Grantees are encouraged to use government facilities to conduct meetings and conferences whenever possible. Some examples of allowable expenses include:
    - Paper
    - Writing utensils
    - Copying fees
    - Printing manuals
    - Identification badges
    - Signs
    - Rental items
    - Light refreshments
    - Working lunches, and meals for large exercises (over 4 hours in duration)

- **Self-Sustaining Exercise and Evaluation Program:** Includes costs related to developing and maintaining a self-sustaining District Homeland Security Exercise and Evaluation Program modeled on the national HSEEP, including HSEEP awareness seminars, exercise training courses, and AAR/IP tracking.

- **Travel Expenses:** Travel costs (e.g. airfare, mileage, per diem, and hotel) are allowable expenses by employees who are on travel status for official business related to planning and conduct for the exercise project(s**).** Vehicle costs related to the planning or conduct of an exercise is reimbursable in the form of either mileage or fuel, not both. If mileage is claimed, the mileage rate shall be based on the prevailing rate paid by the State of Indiana**.**

- **Consultants/Contractors**: The services of contractors/consultants may also be procured to support the design, development, conduct, and evaluation of exercises. A sub-grantee is required to follow its own procurement procedures as long as those procedures meet or exceed the federal procurement standards established in 44 CFR 13.36. In no case is dual compensation allowable. [That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm); even though such work may benefit both activities.]The sub grantee shall be responsible for any agreements or contracts for the procurement of contractors/consultants to assist in the development/design and execution of the exercise. The

contractor/consultant expenses shall be part of the detailed estimated budget and the final detailed exercise budget.

Personnel Expenses:

- **Overtime**: Actual wages paid by an employer incurred by participating agencies to personnel involved in exercise activities over and above their normal scheduled work hours. Invoices must contain documentation showing the names of the employees involved, their normal pay and overtime rate, the fact that the employee is overtime eligible and a copy of the employer's overtime policy. (See Section 1.7 Exercise Reimbursement) In no case is dual compensation allowable. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation.
    - Overtime may include part time or half time employees who work over and above their normal scheduled work hours or work week.
    - Requests for overtime reimbursement exceeding 12 hours per 24-hour period require written justification and approval from the Executive Director of IDHS prior to the conduct of the exercise.

- **Backfill (also called overtime as backfill):** Personnel costs of employees who work over and above their normal scheduled work hours, or work week, in order to perform the duties of those temporarily assigned to participate in approved exercise activities outside their core responsibilities.
    - This may include part time or half time employees who work over and above their normal scheduled work hours or work week.
    - Requests for overtime reimbursement exceeding 12 hours per 24-hour period require written justification and approval from the Executive Director of IDHS prior to the conduct of the exercise.
    - Safety is a primary concern of IDHS for all exercises. Exercise Safety Officers are urged to evaluate responder's ability to return to their home district, if the exercise is conducted away from the home jurisdiction. IDHS will reimburse expenses related to responder rehabilitation, including hotel expenses if safety officers determine such action is in the best interest of the responder.

- **Paid-For-Call/Paid-On-Call personnel:** If a department relies upon paid-for-call/paid-on-call or paid-by-call personnel, and opts to include them in the approved homeland security exercise, grant funds may be used to pay for their participation in accordance with their departments established payroll policy, to include both hourly and flat rate costs. In no case is dual compensation, receiving backfill and overtime, allowable. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation.

- **Volunteers:** Certain volunteers may receive a stipend when participating in an exercise funded by the Grant Programs Directorate.
    - For the purpose of this stipend, a volunteer is defined as an individual who is a member of an emergency response organization and are completely unpaid and no legal agreement exists to support pay for training and exercise activities. This includes volunteer firefighters as defined under IC 36-8-12-2. The volunteer may not receive payment from any other source while participating in the exercise activities; this includes vacation or sick time for their employer. . This does not include volunteers from specific exempt organizations such as the American Red Cross or Community Emergency Response Teams (CERT).
    - Stipend –The stipend for volunteers is $15.00 per hour for each hour the volunteer is deployed to the exercise that includes the time actually at the training venue. This stipend includes any time spent in planning for the exercise including attendance at planning conferences and meetings in accordance to HSEEP guidelines.

- o If a district determines that they want to provide this stipend to eligible volunteers, the stipends shall be included in the organization's budget and will be distributed by the district fiscal/legal agent to the organization.
  - o In no case will a volunteer receive dual funding from his/her full/part-time paid job and funding for participation in the same approved Homeland Security training and/or exercise activity. An employee is eligible for the stipend if the exercise is outside his or her normal work hours. An employee is not eligible for the stipend if the exercise occurs during his or her vacation or sick leave. It is the responsibility of the approving authority to record all volunteer hours for which stipends are requested and to provide a written report to IDHS as part of final budget documentation.
- **Management and Administrative Costs (M&A):** A small percentage of an award 3%, if allowed by U.S. DHS and IDHS, may be used to reimburse Fiscal Agents for M&A costs incurred in processing the grant. M&A costs are direct costs that are incurred to administer a particular program/award or Grant. M&A costs are identifiable and unique to each program/award and are charged based on the activity performed for that particular project. M&A costs may include:
  - o Salaries of full-time or part-time staff or contractors/consultants to assist with the management of the program
  - o Hiring of full-time or part-time staff or contractors/consultants to assist with the implementation and administration of the program
  - o Travel expenses
  - o Meeting-related expenses
  - o Consumable items such as paper, ink, toner etc.
  - o It is the responsibility of the fiscal/legal agent to ensure that all anticipated exercise expenditures are allowable. If there are any questions concerning allowable items, IDHS should be consulted prior to incurring the expense. Any costs incurred and later determined to be unallowable will not be reimbursed.
- **Disability Accommodations:** Materials, services, tools and equipment for exercising inclusive of people with disabilities (physical, programmatic and communications access for people with physical, sensory, mental health, intellectual and cognitive disabilities).
- **Other items:** These include the rental of equipment (e.g., portable toilets, tents, food, gasoline, exercise signs, badges, etc.) used specifically for exercises.

Other Allowable Exercise Expenses:

- **Conferences:** All training, including conferences, procured under the Homeland Security Grant Program (HSGP) must be in support of the development or maintenance of an identified team or capability described and typed under the National Incident Management System (NIMS) where such typing guidance exists as published by FEMA. Allowable conference topics include, but are not limited to, CBRNE terrorism, cyber/agriculture/food security, intelligence gathering and analysis, NIMS related training, citizen community and private sector preparedness, public-private partnership, interoperable and emergency communications, and training for volunteers and children and individuals with disabilities in disasters, pediatric medical surge, and evacuation, tracking (including patients), and sheltering with particular emphasis on children, keeping children with parents or guardians, addressing needs of unaccompanied minors, and integrating individuals with disabilities and accessibility and functional needs (i.e., those with language barriers) (See CPG 101 and other resources for additional information, *http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf*).

  - o **Conference Guidelines**
    If a conference is created and supported by HSGP funding, a complete NEXS report and draft budget needs to be uploaded and reported as "Other" event within NEXS no

less than 60 days prior to the date of the conference. Conferences with less than 60 days notice have to approved by the State Training Officer on a case-by-case basis. Once the conference is completed, a copy of attendance sign-in and an executive summary describing the final outcome(s) of the conference should be submitted in NEXS within 60 days.

1.6. Unauthorized Exercise Costs

USDHS Grant funds for exercise and training are "reimbursement" grants and do not allow payment for any expense until all conditions set forth in this Grant Guidance are met. In addition, there are some expenses that may not be allowed and they include:

- Costs incurred prior to the effective date of the sub-grant agreement (the date the sub-grant agreement has been fully executed) are not allowable.

- Reimbursement for maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks and ambulances).

- Equipment that is purchased for permanent installation and/or use, beyond the scope for exercise conduct (e.g., radios, vehicles, furniture, computers, etc).

- Sustainment of equipment paid for with grant dollars is not allowable.

- Fringe benefits.

- **Supplanting:** A grant recipient may not use Federal grant funds to defray any costs that the recipient already is obligated to pay. Grant recipients must use federal funds to supplement existing funds for program activities and may not replace (supplant) non-federal funds that they have appropriated for the same purpose.

- Expenditures not in compliance with Grant Agreements, Sub-Grant Agreements or MOU governing the usage of the funds.

1.7. Exercise Project Reimbursement

The following guidance applies to jurisdictions or agencies that request direct funding support from the Indiana Department of Homeland Security for the purpose of planning and conducting exercise training. Funding for approved exercises shall be disbursed after all of the following conditions have been met:

- A fully executed sub-grant agreement is in place between the Indiana Department of Homeland Security and the jurisdiction responsible for coordinating the exercise.

- All required exercise documentation is submitted to the State Exercise Training Officer via NEXS. All documents and materials shall be submitted within 30 days after the execution of the exercise. (Electronic format is desired for reporting of all exercise documentation (MS Word, PDF, Excel, Scanned Documents). Failure to submit exercise documentation within 30days may result in funds being withheld until received.

- Documentation for Full Scale, Functional, Tabletop, and Drill exercises include:
  - Minutes and sign-in forms from HSEEP planning conferences
  - After Action Reports (AAR)
  - Improvement Plan (IP)
  - Exercise participant rosters
  - Personnel cost documentation
  - Any and all other documentation related to or part of the complete exercise process as may be required by IDHS.

- o Agenda for TTX
- o Roster of Personnel

- Documentation for Seminars, Workshops, Games and Simulations include:
  - o Minutes and sign-in forms from planning meetings
  - o Multimedia presentations including PowerPoint files, video files, sound files, etc.
  - o Plans, Policies or Procedures developed during workshops
  - o Evaluation documents used in seminars, games or simulations
  - o A written Executive Summary of any Exercise activity funded with grants funds that produced a measurable outcome describing who conducted the activity, the learning achieved, and how the training contributes to the local and State preparedness.
  - o Agenda for Exercise Event
  - o Exercise participant rosters

- The final detailed budget shall be accompanied by the invoices or readable receipts for all allowable expenses including vehicle costs, (fuel or mileage, not both), planning and conduct consumable costs, personnel costs, consultant/contractor costs, and all other allowable and approved expenses related to the total project, and presented in a format acceptable to IDHS.

- Reimbursement for fuel or mileage: All mileage or fuel reimbursement shall be documented by the planning team and included in the draft detailed estimated budget and the final detailed budget. Either mileage of fuel may be reimbursed for an exercise--not both.
  - o Fuel: Copies of all fuel receipts showing fuel consumed during the planning and execution of the exercise are received by IDHS.
  - o Mileage: Copies of all mileage logs indicating miles traveled during the planning and execution of the exercise are received by IDHS. The reimbursement rate for mileage shall be based on the prevailing rate paid by the State of Indiana.

- Mileage logs shall include the:
  - o Date of Travel
  - o Starting Location Address
  - o Destination Address
  - o Total Miles Driven
    - ▪ Map Quest or other web based mapping tools can serve as representation for mileage
  - o Signature of the individual requesting the mileage reimbursement.

- An overtime reimbursement document must be completed by each agency requesting overtime/backfill/volunteer reimbursement for participation in exercise activities on a form approved by IDHS. All overtime/backfill/volunteer reimbursement submissions shall be completed, signed, and submitted by the Chief Executive Officer of the submitting agency and must include:
  - o The exercise participant's name.
  - o Number of hours spent participating in the exercise.
  - o Hourly rate of participant.
  - o Overtime rate of the participant
  - o Total amount of stipend for volunteers (must include the name, number of hours and rate for each volunteer).
  - o Copies of exercise attendance sheets must be included in this documentation verifying the person's participation.
  - o An agency overtime policy must be on file with the fiscal agent for all agencies that request overtime reimbursement.
  - o Any other documentation requested by IDHS
  - o IDHS recommends that policies be kept on file by the fiscal agent for future activities.

- The Exercise design, conduct, and after-action activities complied with HSEEP methodology and all required information as defined by the National Exercise Schedule has been entered into the NEXS. The Exercise Lead should appoint a member of the planning team to enter NEXS data.

- The Indiana Department of Homeland Security shall transfer funds to reimburse the requesting agency or jurisdiction for the approved amount after all documentation has been reviewed and approved by the Indiana Department of Homeland Security. It shall be the responsibility of the requesting agency or jurisdiction fiscal/legal agent to ensure that all parties eligible for reimbursement receive payment.

- The reimbursement provided shall not exceed the amount of the signed sub-grant agreement.

- Partial reimbursement may be available for full-scale exercises for consumable expenses prior to submission of After-Action Reports and other deliverables with approval from the Preparedness & Training Exercise Section Chief or higher authority. An example of this would be a pending invoice to a vendor that is considered a large ticket item, i.e. a bulk fuel invoice for a large dollar amount. Ultimately, these reimbursement approvals will be considered on a case by case basis through collaboration with the Lead Exercise Planner or fiscal agent.

- Please reference **Appendix C** for the complete General Exercise/Training Funding Checklist

1.8. Reimbursement for Exercise Series

IDHS supports the HSEEP building block approach to exercise design and development. During the first year of the exercise cycle, the development of a series of discussion based exercises may best support the goals and objectives of a district or agency.

Each exercise in an exercise series may be reimbursed individually. To obtain this reimbursement, the full series of exercises must have prior approval as specified in Section 1.1.

All required documentation as listed in Section 1.7 above must be submitted to the State Exercise Training Officer within 45 days of completion of the exercise.

After January 1, 2010, all agencies and/or jurisdictions requesting reimbursement from IDHS will be required to submit a final detailed exercise budget. This final detailed budget should list all expenditures in support of the exercise that is within the allowance standards The iGMS system may provide the fiscal agent with this once all invoices have been submitted.

1.9. Steps to follow for All Training Events

DPC Approval or Designee

- NEXS Report with Detailed Budget uploaded
- IDHS reviews NEXS entry:
    1. IDHS will publish if approved
    2. May deny pending additional information
    3. Denies project as it does not meet guidelines.
- If event is published the planning process may continue but must follow the HSEEP methodology.
- Conduct of event
- Submission of required documentation
- Reimbursement process begins in iGMS

1.10. Monitoring of Grant Funds

IDHS Grants Management Office is in charge of the monitoring of all sub-recipients and ascertaining that all fiscal; compliance and programmatic responsibilities are fulfilled. This includes monitoring sub-recipient reporting, recordkeeping and internal operation and accounting control systems. Grant management ensures that the grant program is operating efficiently, its internal control program is operating successfully, and any deficiencies detected in the grant program are corrected in a timely manner. IDHS 2012 grant programs subject to these general monitoring efforts include, but are not limited to:

- State Homeland Security Program (SHSP)
- Urban Areas Security Initiative (UASI)
- Emergency Management Performance Grant (EMPG)

The policy for the monitoring of grant funds can be found on the IDHS website located at: http://www.in.gov/dhs/files/Monitoring_Policy_-_May_2010.pdf

With the Grants Management Office being in charge of the monitoring of grant funding the Indiana Department of Homeland Security Exercise & Training Section within the Preparedness & Training Division will no longer require sub-recipients to turn into the Indiana Department of Homeland Security Exercise & Training Section within the Preparedness & Training Division the Overtime and or Backfill Policy of each entity in which the district is requesting payment of overtime and or backfill. However, these documents are expected to be in the file for each training and or exercise event, at the fiscal agent's office where the request for reimbursement of such funding has been requested.

1.11. Sub-Grant Agreement Signature Process

Expenses incurred prior to the date of the sub-grant agreement being fully signed may not be reimbursed.

Task	Time (Business Days)
Sub-grant Agreement sent to Sub-recipient for Signature and sent back to IDHS Grant Management Branch (GMB)	Time dependent on Sub-recipient
GMB delivers Agreement to IDHS Legal	Approximately 3 days
Legal creates Executive Document Summary, conducts tax clearance checks*, conducts legal reviews, and submits to fiscal for approval	Approximately 5 days
Fiscal Approval, prepares requisition, Returns to IDHS Legal	2-4 days
Legal secures IDHS signature and	Approximately 3 days
submits Agreement to the Indiana Department of Administration (IDOA) for review and approval	Approximately 1 day
IDOA approves Agreement and submits to the State Budget Agency (SBA) for review and	Approximately 5 days

approval	
SBA approves the Agreement and submits to the Office of the Attorney General (AG) for review and approval	Approximately 5 days
AG approves the Agreement and submits to IDOA for scanning into electronic format	Approximately 10 days
IDOA scans and delivers to IDHS Legal	Approximately 3 days
Legal makes copy of Agreement for GMB	Approximately 1 day
GMB distributes to Sub-recipient	Approximately 3 days

* Tax Clearance: IDHS must verify that the Sub-recipient does not owe the State of Indiana any monies based on the records of the Department of Workforce Development (DWD) and the Indiana Department of Revenue (DOR). Failure to obtain clearance by either DWD or DOR will result in GMB being notified of the problem (GMB will notify the Sub-recipient) and the Agreement will be held until the Sub-recipient has resolved the issue with either DWD or DOR.

1.12. Indiana Grants Management System (iGMS) Budget Amendment Instructions

Initial exercise budgets are submitted by IDHS staff and used as the basis for the sub-grant agreement. Sub-recipients are encouraged to update the provided exercise budget to reflect true project costs as they are identified. To amend the exercise budget in the iGMS, please create and submit a budget "Grant Adjustment Notice," or GAN, by following the steps below:

- Log into the Indiana Grants Management System at https://oas.in.gov/hs and use the login/password combination given by IDHS
- Upon successful login, click the "Complete Budget List" link in the General Budget Information Section.
- From the list of allocations, click on the link in the "budget amount" column that corresponds with the budget you wish to amend.
- Click on "create budget GAN" button at the top of the budget page.
- Edit existing line items by clicking on the "edit" button, or enter new budget line items by clicking on the "create new item button. Within this mode, add, edit, or delete items to recreate the budget to reflect the true project expenditures. Once complete, click on the "submit" button at the top.

Once submitted, the budget will be reviewed by the IDHS project manager and IDHS grants management for approved or denial. *Do not proceed with any procurement until the budget is approved or the item may be denied for payment.*

iGMS Manual: http://www.in.gov/dhs/files/iGMS_Manual_subgrantees.pdf

1.13. Construction and Renovation (SHSP)

Use of HSGP funds for construction is generally prohibited except as outlined below. Such construction shall be strictly limited and allowable only when it is a necessary component of a security system at critical infrastructure facilities. OPSG, CCP, and MMRS funds may not be used for any type of construction.

Project construction not exceeding $1,000,000 is allowable as deemed necessary. FEMA is legally required to consider the potential impacts of all HSGP projects on environmental resources and historic properties. Grantees must comply with all applicable environmental planning and historic preservation (EHP) laws, regulations, and Executive Orders (EOs) in order to draw down their FY 2011 HSGP grant funds. The following types of projects are considered to constitute construction or renovation and may require a review under Federal EHP laws and requirements prior to initiation of the project:

- Construction and renovation of guard facilities which are intended to provide enhanced security at grantee-designated critical infrastructure sites
- Renovation of and modifications, including the installation of security and communication equipment, to buildings and structures
- Any other construction or renovation efforts that change or expand the footprint of a facility or structure, including security enhancements to improve perimeter security
- Physical security enhancements including, but not limited to:
- Lighting
- Fencing
- Closed-circuit television (CCTV) systems
- Motion detection systems
- Barriers, doors, gates, and related security enhancements

The erection of communications towers that are included in a jurisdiction's interoperable communications plan is allowed, subject to all applicable laws, regulations, and licensing provisions. Communication tower projects must be submitted to FEMA for EHP review. Per the *Department of Defense and Full-Year Continuing Appropriations Act, 2011* (Public Law 112-10), communications towers are not subject to the $1,000,000 construction cap. Before grantees can draw down funds for construction and renovation costs under HSGP, grantees must provide to FEMA:

- A description of the asset or facility, asset location, whether the infrastructure is publicly or privately owned, and the construction or renovation project
- Certification that a facility vulnerability assessment has been conducted
- An outline addressing how the construction or renovation project will address the identified vulnerabilities from the assessment
- Consequences of not implementing the construction or renovation project
- Any information requested by FEMA to ensure compliance with Federal EHP requirements

No projects initiated after September 9, 2010 without proper EHP review will be funded. Projects that were initiated or completed before an EHP review was concluded and used HSGP funds will be de-obligated. To avoid unnecessary delays in starting a project, grantees are encouraged to pay close attention to the reporting requirements for an EHP review. For more information on FEMA's EHP requirements, SAAs should refer to IBs 329 and 345 or *Section II, Part I.B.5.5.6.*

1.14. Expediting Certain DHS/FEMA Grant Funding

As of January 2012, nearly $8.3 billion in previously awarded grant funding is available for expenditure. These funds are not idle; work is being performed, projects are underway, and capabilities are being built in accordance with the rules and guidelines under which these grants were accepted. Nonetheless, in light of the current economic situation and the need for further fiscal stimulus, DHS/FEMA have evaluated ways to further streamline the grants process and put available funding to work now.

Accordingly, as described below, DHS/FEMA will implement a number of measures that provide grantees with additional flexibility to accelerate the spending of remaining FY 2007-2011 DHS/FEMA grant funds (including formula grant programs), consistent with existing laws, regulations, and programmatic objectives. These measures will apply also to FY 2012 grant awards. These measures apply to the following grants:

- Buffer Zone Protection Program (BZSPP)
- Driver's License Security Grant Program (DLSGP)
- Emergency Operations Center (EOC)
- Freight Rail Security Grant Program (FRSGP)
- Homeland Security Grant Program (HSGP)
  - State Homeland Security Program (SHSP)
  - Urban Areas Security Program (UASI)
  - Operation Stonegarden (OPSG)
  - Metropolitan Medical Response Grants (MMRS)
  - Citizen Corps Program (CCP)
- Intercity Bus Security Grant Program (IBSGP)
- Intercity Passenger Rail Security Grant Program (IPR)
- Interoperable Emergency Communications Grant (IECGP)
- Non-Profit Security Grant Program (NSGP)
- National Special Security Event (NSSE) Grant
- Port Security Grant Program (PSGP)
- Regional Catastrophic Preparedness Grant Program (RCPGP)
- Transit Security Grant Program (TSGP)
- Tribal Homeland Security Grant Program (THSGP)

The following measures are designed to support grantee efforts to put grant funding to work quickly by addressing immediate needs and building core capabilities that will support preparedness in the long run. These measures apply only to FY 2007-2012 grant funding. To ensure that continuous and consistent drawdown occurs moving forward, DHS/FEMA plans to include efficient execution of grant funds as a measure of effectiveness in FY 2012 and beyond.

Reprioritization of Funds

- DHS/FEMA will allow grantees to apply previously awarded FY 2007-2011 grant balances towards more urgent priorities by way of an expedited project approval by DHS/FEMA Grant Programs Directorate (GPD). Specifically, this allows expenditure on general purpose equipment and overtime/backfill expenses for first responders engaged in protection or prevention activities consistent with grand guidance and the *Homeland Security Act* (6 USC 101 et seq.) As a condition of such application, both equipment purchases and overtime/backfill costs must align to and support one or more core capabilities in the National Preparedness Goal. Further, equipment must be sharable through the Emergency Management Assistance Compact.
- DHS/FEMA will expand allowable expenses under the Port and Transit Security Grant Program, in accordance the *SAFE Port Act* and *9/11 Act*, respectively. For the Port Security

Grant Program (PSGP), allowable costs include those listed within 46 U.S.C. Section 70107(b) (eligible costs) that do not involve construction. Applicable transit program costs may include the eight uses of operational funds as outline in the *9/11 Act*, Pub. L. No. 110-53, Section 1406. To the extent possible, DHS/FEMA maintains its commitments to support existing critical infrastructure hardening projects under TSGP, and will seek to expedite the federal approval process for projects where a contract is currently in place, and environmental review has been completed, and the designs have been approved.

- DHS/FEMA will allow combating violent extremism (CVE) activities as defined by the Administration's CVE Strategy to be eligible in all grant years for the Homeland Security Grant Program (HSGP) (previously limited to FY 2011 HSGP under Priority Two: Building Prevention and Protection Capabilities).

Waivers

- DHS/FEMA will automatically waive the requirement that 2008 and 2009 Homeland Security Grant Program (HSGP) grantees allocate 25 percent of their funding toward countering improvised explosive devices (IEDs), planning, training and exercises.
- DHS/FEMA will waive the 50 percent cap on personnel costs for grants upon request to the FEMA Administrator.
- DHS/FEMA will consider requests for waivers to match requirements under FY 2008 and 2009 Port Security Grant for public sector grantees on a case by case basis, per the existing DHS/FEMA guidance.
- DHS/FEMA will consider requests for waivers to match requirements for the Nonprofit Security Grant Program, the Interoperable Emergency Communications Grant Program and Regional Catastrophic Planning Grant Program on a case-by-case basis.

Building and Sustaining Core Capabilities

- In support of the National Preparedness Goal and to provide grantees the flexibility necessary to meet the intent of this guidance by funding projects that build and sustain the capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk to the security of the Nation, DHS/FEMA's policy on maintenance and sustainment will be expanded to allow for the support of equipment, training, and critical resources that have previously been purchased with either federal grants or any other source of funding.
- Eligibility for sustaining these costs in direct support of existing capabilities must be an otherwise allowable expenditure under the applicable grant program, be tied to one of the core capabilities in the five mission areas contained within the National Preparedness Goal, and be sharable through the Emergency Management Assistance Compact.
- This policy will apply to all open grant years from FY 2007-2012.

Period of Performance

- Subject to certain exceptions, grantees are required to take steps to expend, draw down and close out DHS/FEMA grant funding. If those funds have not been spent by the dates outlined below, DHS/FEMA will reclaim them to the extent permitted by law.
- All FY 2007 grant funding must be spent by June 30, 2012.
- All FY 2008 and 2009 grant funding must be spent by September 30, 2012.
- All FY 2010 funding must be spent by September 30, 2013.
- All FY 2011 and FY 2012 funding must be spent by the end date cited on the award agreement.

To meet these deadlines, State Administrative Agencies (SAAs) and other grantees should work collaboratively and transparently with sub-recipients of DHS/FEMA grants. Agencies are encouraged to reduce administrative hurdles that can delay expenditure of funds, as well as decrease delays

between receipt of invoices and expenditure of corresponding funds. In addition, agencies should implement programmatic safeguards to protect against unnecessary delays that would otherwise extend current spending timelines beyond the deadlines established.

Extensions

The periods of performance outlined above support the effort to expedite the outlay of grant funding and provide economic stimulus. Agencies should request waivers sparingly, and they will be granted only due to compelling legal, policy, or operational challenges. For example, SAAs may request waivers from the deadlines outlines above for discretionary grant funds where adjusting the timeline for spending will constitute a verifiable legal breach of contract by the grantee with vendors or sub-recipients, or where a specific statute or regulation mandates an environmental review that cannot be completed within this timeframe or where other exceptional circumstances warrant a discrete waiver.

Agencies must submit all proposed extension requests to DHS/FEMA for review and approval by April 30, 2012.

2. INDIANA FIRE TRAINING SYSTEM GUIDANCE

The Indiana Department of Homeland Security (IDHS), through the Division of Preparedness and Training, has been tasked to provide the fire service of Indiana with the most effective, efficient and economical approach to firefighter training throughout the state. IDHS believes that a fire training funding guidance manual should be a common sense approach to ensure that state and federally funded fire training accomplishes identified goals. The fire training funding guidance manual serves as a means to accomplish these goals while incorporating any guidance provided by the state or federal government.

IDHS receives federal grants and state funding for training purposes. It is the function of IDHS to ensure that these funds are used specifically for the delivery of approved training throughout the state. In addition, it is the responsibility of the IDHS to ensure that all recipients of state and/or federal funding comply with all applicable federal and state requirements.

2.1. General Requirements

- All fire training courses designed and conducted with the financial support of the IDHS, using state or federal funds, are subject to the approval of the IDHS Director of Preparedness and Training (Training Director).

- All fire related training requests funded by IDHS shall be coordinated and approved through District Fire Training Councils (DFTC). To be eligible for fire training funding, a DFTC shall complete a Request for Fire Training Funding as prescribed by the IDHS.

- Funding support from the IDHS shall be denied if the fire training development process is not in compliance with the goals and objectives of the Indiana Firefighter Training System (IFTS).

- All training funded under the IFTS shall be conducted in compliance with applicable Indiana statutes, Board of Firefighting Personnel Standards and Education (BFFPSE) rules and IDHS policies.

- All courses funded under IFTS shall offer an opportunity for the students to evaluate the course and instructor(s) through the use of the standard student evaluation form provided by the IDHS Division of Preparedness and Training. Evaluations shall be submitted to the DFTC for review. The DFTC shall submit a summary of the evaluations to the Division of Preparedness and Training at least quarterly.

- Any fire training equipment (books, props, computers, software, projectors, and etc.) that is not being used shall be made available for loan to any qualified Indiana fire department upon request.

- The primary focus of funding for the Indiana Firefighter Training System (IFTS) is to provide a consistent and solid training foundation for entry level firefighters throughout the State of Indiana. Future efforts may focus on intermediate and advanced level skill development, at the direction of the IDHS Division of Preparedness and Training (Training Division). DFTCs submitting requests for funding should keep this focus in mind as the training plan and budget needs are developed.

- Priority IFTS training courses include:
    - Indiana Mandatory Fire Training
    - Firefighter I-II
    - Flashover Simulator Training
    - Rapid Intervention Training
    - Technical Rescue Awareness Course
    - Driver-Operator courses
    - FF Instructor 1
    - FF Instructor II-III
    - Fire Officer Strategy and Tactics
    - Fire Officer I
    - Fire Officer II
    - Fire Officer III
    - Safety Officer
    - Inspector I and II
    - Investigator
    - Training conducted in support of the Indiana Fire Safe Initiative
    - Training aids, student materials, or props needed to support the above listed training.
    - Live Fire Training using the State Live Fire trainer.
    - Survival and Rescue Training
    - Hazardous Material Awareness and Operations level courses

- All funded courses that have available certifications authorized by the BFFPSE:
    - Shall have the instructor or coordinator submit the prescribed course application and receive an IDHS course number from the IDHS Certification Section web page in accordance with established IDHS procedures. Applications for course registration should be submitted at least 30 days prior to the start of the class.
    - Required written and practical skills tests shall be administered and state certification applications shall be submitted in accordance with BFFPSE rules and IDHS policies.
    - Applications for International Fire Service Accreditation Council (IFSAC) certification (if applicable) is optional and is at the expense of the student.
    - Approved items for firefighter training under the grant funding guidelines
    - Instructors, Proctors, and Lead Evaluators for approved courses will be paid an hourly rate as per the budget and set classes. The number of Instructors, Proctors, and Lead
    - Evaluators are set in the District's plan and budget.
    - Cost of a class is based on a minimum of 15 students. If the number of students goes below 15 the DFTC must request authorization from the State Fire Training Director to conduct the course with less than 15 students but more than 10 students. If on the first night of class there are not at least 10 students present at the start of the class funding authorization for that course is revoked.
    - IFTS will only pay for use of an apparatus used in a training session during the operational period that the apparatus is needed, and not for idle time.

- o All training related equipment request must have prior written approval by IDHS Director of Preparedness and Training. Items that are requested must appear on the "Purchasing List of Approved Item" "Attachment B".
  - o Additional books and other printing materials used during training classes may be funded with prior written approval from the State Firefighter Training Director.
  - o Rehab supplies and equipment maybe funded through this grant with prior written approval from the State Firefighter Training Director. IFTS funds may be used to supply rehydration drinks (such as Gatorade, Power Ade, etc. in powder form) for training participants (students and instructors) during hands-on and practical skills training sessions. Bottle water and drinks shall not be funded with IFTS funds.

- The use of fire training funding is restricted as follows:
  - o Training courses must be open to students from any eligible fire department within the Indiana Homeland Security District (HSD) to be funded. Indiana students from outside the hosting HSD are permitted to attend training in another district so long as they are not preventing students from the host HSD from attending.
  - o Members of a fire department whose department has not submitted the data requested by the DFTC for completion or revision of the District Needs Assessment shall not be eligible to participate in any fire training supported by this funding until such data is provided.
  - o Members of fire departments whose departments are not part of the National Fire Incident Reporting System (NFIRS) or who have not submitted the required NFIRS reports within the past 90 days shall not be eligible to participate in any fire training supported by this funding.
  - o Members of fire departments whose departments are not National Incident Command System (NIMS) compliant shall not be eligible to participate in any fire training supported by this funding. NIMS compliance shall be determined through the use of the NIMSCAST system. Departments may obtain their own NIMSCAST account through their county Emergency Management Director.
  - o IFTS funding shall not be used to train firefighters who are not members or recruits of an Indiana fire department.
  - o Use of IFTS funds for training other Indiana based non-fire public safety personnel may be authorized with the approval of the DFTC and written permission of the IDHS Director of Preparedness and Training.
  - o The use of state fire training funds shall be applied first to those entities that support Buy Indiana efforts. The use of fire training funds for agencies, businesses and personnel from outside the State of Indiana shall be approved by the IDHS Director of Preparedness and Training or designee, in writing, prior to such use of fire training funds. Geographic preferences are not applicable to the use of federal funds.
  - o IFTS funding may not be used for construction of new training buildings or other infrastructure without the written permission of the IDHS Director of Preparedness and Training. Usage fees and fees for the replacement of expendable items are allowable and should be addressed in the district training budget.
  - o IFTS funds shall not be used for classroom rental cost without prior approval from the Firefighter Training Director.
  - o IFTS funds will not fund utility fees (electric, phone, trash pickup or dumpsters, water, and sewage) associated with training centers. Fund will not be used for custodial services at training centers.
  - o All courses and course material funded through the IFTS shall bear the IFTS logo and indicate that the course has been made possible through funding provided by the Indiana Department of Homeland Security.

- All publications created in whole or part with U.S. Department of Homeland Security funds shall prominently contain the following statement:

  > *"This Document was prepared under a grant from the Office of Grants and Training, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Homeland Security."*

2.2. District Fire Training Council Responsibilities

- The DFTC shall complete the training and infrastructure needs assessment for each county in their District, in a format prescribed by IDHS Preparedness and Training Division.

- The DFTC shall develop policies and procedures, and approved by IDHS for their district which, as a minimum, outlines the following:
  - Formal membership of the DFTC (fair representation from each county in the district shall be maintained)
  - Selection process for DFTC members
  - Terms of DFTC members
  - Process for selection of chairperson(s), other officers, or sub-committee chairpersons
  - Organizational structure and lines of responsibility
  - Brief description of duties of any officer or sub-committee
  - Minimum instructor qualification standards
  - List of approved instructors

- The DFTC shall use the information compiled from their training and infrastructure needs assessment to develop a District Fire Training Plan. This Plan shall outline the estimated number of firefighters to be trained during each state fiscal year in the IFTS Training Priority. Training priorities shall be established to allow for funding awarded versus funding requested.

- The District Fire Training Plan shall include:
  - Executive summary explanation of the DFTC Training Needs Assessment information (Note: Detailed data from the Training Needs Assessment shall be included as an attachment);
  - Justification for the projected training based on the DFTC Needs Assessment, identified weaknesses, inability to perform critical tasks, and other local factors.
  - List of participating fire departments and name and contact information of their chief and training officer;
  - List of DFTC members, their respective departments, and the county/jurisdiction represented;
  - List of training courses to be delivered and number of offerings for each course;
  - Projected course delivery locations
  - Projected number of students to be trained in each course;
  - Detailed budget worksheet denoting the projected expenses by course for the delivery of the proposed training or project, including instructor fees, facility usage fees, student materials, props or training aids, other supporting information, etc.
  - An explanation of the proposed expenses shall accompany the detailed budget worksheet in order to ensure that the expenses are in compliance with the IDHS fire training funding requirements and guidance and the United States Department of Homeland Security requirements and guidance (if applicable).

- The DFTC shall designate a fiscal agent with the necessary financial resources to support the initial payment of approved training funds. The Fiscal Agent shall be a component of an Indiana

political subdivision. The agreement between the DFTC and the Fiscal Agent shall be renewed at a minimum of every two years.

- The DFTC shall designate a District Training Center as the training hub and coordination point for the district. It is the intention of the IFTS that the DFTC should partner with and leverage existing training facilities within the district.

- The DFTC may determine the amount of administrative fees paid to the Fiscal Agent to cover costs incurred to administer this program, subject to the approval of IDHS. Generally, these fees should not exceed two and one half percent (2 ½%) of the approved fire training budget unless the services provided by the Fiscal Agent can be justified, in writing, by the DFTC and approved by the Training Director. While the amount of state funding may be authorized to exceed two and one half percent (2 ½%), in no case shall the amount of federal funding granted designated for administrative costs exceed two and one half percent (2 ½%). Requests for administrative fees require a detailed explanation and budget for the use of these fees. A written statement from the Fiscal Agent is required assuring that the administrative fees do not supplant any other funding sources of the Fiscal Agent.

- If U.S. Department of Homeland Security grant funds are being used as the source of funding for the training, IDHS may allow up to 2.5% of the amount of grant funds awarded to be used to reimburse for management and administrative costs incurred by the recipient of the funds. Management and Administrative (M&A) costs are direct costs that are incurred to administer a particular program/award. M&A costs are identifiable and unique to each program/award and are charged based on the activity performed for that particular project. M&A costs may include: (1) Salaries of full-time or part-time staff or contractors/consultants to assist with the management of the program; (2) hiring of fulltime or part-time staff or contractors/consultants to assist with the implementation and administration of the program; (3) Travel expenses; (4) Meeting-related expenses; or (5) office equipment and supplies necessary to conduct fiscal business.

- Annually, the DFTC shall submit a district fire training plan to the Training Division (refer to paragraph 13). This Plan shall detail training to be conducted during the upcoming state fiscal year and outline projected training needs for the following two state fiscal years. This Plan shall be submitted together with the Request for Fire Training Funding each year (February/March). This plan shall be based on the state fiscal year (July-June).

2.3. Insurance responsibilities

Each District Training Council can request reimbursement for liability insurance in their budgets to provide liability insurance and workman's comp for instructors that are providing training that is funded under the State Firefighter Training System. All props and equipment used the firefighting training in the districts will be insured through the local departments that have been issued.

2.4. Use of District Training Website Registration

The District Training Councils will use the Indiana Fire Training Web-site to register all students for courses held in their districts and are funded through the State Firefighter Training Funds. The web site address is **http://www.indianafiretraining.com** The District Training Council is responsible for keeping the web site updated for their district.

2.5. Legal & Fiscal Agent Responsibilities

- The Legal/Fiscal Agent shall enter into a Grant Agreement and a Sub-Grant Agreement with the IDHS.

- The Legal/Fiscal Agent will utilize the iGMS financial management provided by IDHS for entering and recording all expense and reimburse information for DFTC transactions.

- Funding for fire training generally will be provided on a reimbursement basis to the Fiscal Agents that, in cooperation with the DFTC, have submitted completed applications and detailed budgets that have been accepted by the IDHS. Reimbursement requests shall be accompanied by supporting documentation as required by IDHS.

- The Fiscal Agent may contract for or otherwise purchase services or supplies subject to the prior written approval of the DFTC. Purchases outside of the scope of the approved DFTC budget shall have written approval from the Training Director.

- Requests for Fire Training Funding shall be submitted to the Training Division by the DFTC for review and approval. The request shall be reviewed and agreed upon by the fiscal agent prior to submission.

- All Fire Training Funding Requests shall be in electronic format readable with Microsoft Word, Excel, and/or Adobe Portable Document Format (PDF).

- Funding for approved fire training shall be disbursed in accordance with IDHS and U.S. DHS regulations and policies. All allowable reimbursement for travel shall not exceed the rates approved by the State of Indiana.

- Upon completion of the approved fire training, the Fiscal Agent for the DFTC shall submit a request for reimbursement/expenditure report and copies of associated invoices for the fire training related expenses incurred (in some cases, copies of Purchase Orders issued by the Fiscal Agent may be submitted in lieu of invoices, subject to the approval of the Training Director or designee).

- Each request for training course delivery reimbursement shall contain a roster of those who participated in the funded fire trainings. The roster shall include the IDHS assigned course number, dates conducted, lead instructor name, lead evaluator name, student names and departments.

- Requests for reimbursement shall be mailed to:

  Firefighter Training Section
  Indiana Department of Homeland Security
  302 West Washington Street, Room E-239
  Indianapolis, IN 46204

- Upon approval by the Training Director or designee, IDHS will release funds to the requesting Fiscal Agent for the approved amount of reimbursement. It shall be the responsibility of the Fiscal Agent to ensure that all persons eligible for payment under each approved submission receive the proper payment.
- The Fiscal Agent shall maintain all books, documents, papers, accounting records and other evidence pertaining to this project in a central location and adhere to all other requirements set forth in the Sub-Grant Agreement with IDHS and applicable federal grant record-keeping guidelines.
- The Fiscal Agent shall provide to the DFTC and/or Training Director a financial activity/expenditure report (current to the most recent county payment cycle), upon request.
- Questions and additional guidance regarding the Indiana Firefighting Training System may be obtained by contacting:

John Buckman
Division Chief
Indiana Dept. of Homeland Security
(317) 233-0498
jbuckman@dhs.in.gov

David Probo
Section Chief
Indiana Dept. of Homeland Security
(317) 234-6589
dprobo@dhs.in.gov

2.6. Indiana Firefighter Training System Purchasing List of Allowable Items

- Printed Materials:
  - Firefighter I/II (IM&SM):
  - Fire Officer I (IM&SM):
  - Fire Instructor I/II/III (IM&SM):
  - Fire Officer Strategy & Tactics (FOST):
  - Hazmat Awareness and Operations:
  - Driver Operator Pumper
  - Driver Operator Aerial
  - Others as approved by IFTS
  - All printed materials purchases must have the approval of the State Fire Training Director.

- Props & Equipment:
  - Prop Trailers, vehicles for towing will not be allowed.
  - Entanglement Drill Simulator
  - Forcible Entry *
  - Vertical Ventilation/Washington Prop
  - Wall Breach Simulator
  - Burn Pans *
  - Fire Extinguishers
  - Computers, must get pre-approval from IFTS
  - Projectors, must get pre-approval from IFTS
  - Sprinkler Trainer *
  - Rescue Ladder
  - Saws
  - Incident Command Board & Command Vests
  - Vent Fans-Electric or Gas Operated
  - Mist Fans
  - Others as approved by the State Fire Training Director

- Hazardous Materials:
  - Decontamination Tent, must get pre-approval from IFTS
  - Decontamination Equipment, must get pre-approval from IFTS
  - Gas Meter, must get pre-approval from IFTS

- Live Burn Facilities:
  - Hoses
  - Nozzles
  - Helmet Covers,
  - SCBA's will not be approved

- Survival Trailer & Misc:
  - Insurance
  - Accident and Health Insurance
  - Workers Compensation
  - Errors and Omissions

- No Insurance on vehicles or equipment is allowed.
- Office Supplies & Equipment
- Fire Engine Usage: Paid out only for time actually used, not sitting idle
- Totes for storage
- Coordinator Payroll
- Mileage
- Instructor Fees: For Approved Classes Only
- Fiscal Payroll
- Misc Training Supplies as well as propane and propane accessories
- General maintenance on props purchased from DFTC funds
- Painting props by local organizations and cost associated with this
- Printing & printing materials
- Denotes DFTC's need to contact IFTS first, there be items or supplies already around the state not being utilized.
- If there is any question if an item or product is allowable please contact the Fire Training Section prior to purchasing or ordering.

- No State of Indiana Assets will be taken out of state or deployed without first getting pre-approval from IFTS.
- IFTS will not pay for EMS standby unless it is a requirement of the training center.
- IFTS will not pay for additional testing/proctoring of skills or written testing.
- Written testing has a maximum of 3 HRS for an exam.
- Indiana does not compensate instructors or any district training staff for test review.

3. TRAINING PROJECT GUIDANCE

The following policy establishes the Indiana Department of Homeland Security's (IDHS) standard for conducting training events utilizing specifically designated federal grant funding for training events within each of the ten (10) Indiana Homeland Security Districts.

All training events utilizing the following funds must utilize the prescribed HSEEP methodology:

- Buffer Zone Protection Program (BZPP)
- Emergency Operations Center (EOC)
- Homeland Security Grant Program (HSGP)
  - State Homeland Security Program (SHSP)
  - Urban Areas Security Initiative (UASI)
  - Metropolitan Medical Response Grants (MMRS)
  - Citizen Corps Program (CCP)
- Interoperable Emergency Communications Grant (IECGP)
- Nonprofit Security Grant Program (NSGP)

In order for a district to utilize federal grant funds to reimburse the costs of district level training events the points below must be followed at all times:

3.1. Training Purpose

Training events must complement the current state and federal strategies and initiatives (e.g., District Task Force Development). In addition, training events that have been identified as necessary through after action reporting and improvement planning may be allowable upon IDHS approval.

3.2. Determination of Training Event

Training events must be predetermined by the District Planning Council (DPC) via the annual Training & Exercise Planning Workshop (TEPW). During the TEPW, the DPC and/or the District Training & Exercise Subcommittee will be required to place these training events into the Multi-Year Training & Exercise Calendar/Schedule which is a component of the Multi-Year Training & Exercise Plan. In order to use Homeland Security Grant Program (HSGP) funding for training, courses identified on the Multi-Year Training & Exercise Calendar must be approved USDHS/IDHS courses adhering to the following USDHS policy:

- Courses must reside in one of the three USDHS-approved training catalogs (NTED-sponsored, Federal-Sponsored, or State-Sponsored) found on www.FirstResponderTraining.gov or within the FEMA Emergency Management Institute catalog found on http://training.fema.gov/EMI/.
- Courses not residing at the aforementioned websites will require prior approval of the IDHS Training Advisory Committee. These courses will be evaluated on a case-by-case basis and *are to be the exception to the rule.*

3.2.a. Types of Training.
There are two types of training: approved and non-approved.

3.2.a.1. Approved Training
Approved training is training that falls within the NTED mission scope and has been approved through an independent course review and approval process. Approved training may come from a variety of sources:

- *USDHS National Training & Education Division* (www.FirstResponderTraining.gov)
  - o *NTED/FEMA Sponsored Courses.* FEMA funds the direct delivery of a variety of courses that states, tribes, and territories can request to meet training needs. These courses are listed in the NTED approved course catalog.
  - o *State Sponsored Courses.* These courses are developed for and/or delivered by institutions or organizations other than federal entities or FEMA. This catalog lists state/territory sponsored courses that fall within the FEMA mission scope and have been approved through the FEMA course review and approval process.
  - o *Federal Sponsored Courses.* This catalog lists courses developed for and/or delivered by institutions funded by federal entities other than FEMA. This catalog lists federal-sponsored courses that fall within the FEMA mission scope and have been approved through the FEMA course review and approval process.

    > *Note on State and Federal Sponsored Courses: If the SAA TPOC authorizes delivery of or attendance to a course in the state or federal sponsored course catalog, Homeland Security Grant Program (HSGP) funds can be used to reimburse the state agency or local jurisdiction for delivery of and attendance to the course. The Indiana Department of Homeland Security does not have separate HSGP funding to pay for out-of-state training. Local funds may be available for use, but must be coordinated with your district fiscal agent.*

- *FEMA's Emergency Management Institute* (http://training.fema.gov/EMI/) is the emergency management community's flagship training institution, and provides training to federal, state, local, tribal, volunteer, public, and private sector officials to strengthen emergency management core competencies for professional, career-long training. Courses at EMI have been reviewed and approved for funding.

3.2.a.2. Non-Approved Training

Courses that do not reside in one of the catalogs listed in section 4.2.a.1 *Approved Training* are considered Non-Approved Training. These courses may not fall within the FEMA mission scope and have not been approved through the FEMA course review and approval process.

Any district wishing to fund a non-approved course must submit the course request to the IDHS Training Advisory Committee at least 90 days prior to the proposed course date.

3.3. Training Priorities

Districts that request to fund training using 2009-2013 HSGP grants must meet the following priorities as outlined in the 2011 grant guidance:

☐ *Activities implemented under SHSP must support terrorism preparedness by building or enhancing capabilities that relate to the prevention of, protection from, response to, and recovery from terrorism in order to be considered eligible. However, many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards. Grantees must demonstrate this dual-use quality for any activities implemented under this program that are not explicitly focused on terrorism preparedness.*

☐ *All training procured under HSGP must be in support of the development or maintenance of an identified team or capability described and typed under the NIMS where such typing guidance exists as published by FEMA.*

☐ *Allowable training topics include, but are not limited to, CBRNE terrorism, cyber/agriculture/food security, intelligence gathering and analysis, NIMS related training, citizen community and private sector preparedness, public-private partnership, interoperable and emergency communications, and training for volunteers and children and individuals with disabilities in disasters, pediatric medical surge, and evacuation, tracking (including patients), and sheltering with particular emphasis on children, keeping children with parents or guardians, addressing needs of unaccompanied minors, and integrating individuals with disabilities and accessibility and functional needs (i.e., those with language barriers)*

☐ *Training conducted using HSGP funds should address a performance gap identified through an After Action Report/Improvement Plan (AAR/IP) or contribute to building a capability that will be evaluated through an exercise. All training and exercises conducted with HSGP funds should support the development and testing of the jurisdiction's Emergency Operations Plan or specific annexes, and validation of completed corrective actions from previous exercises or real world events, where applicable.* Additionally, all training supported with HSGP funds must be pre-identified on the multi-year training and exercise plan (TEP).

☐ *Address at least 1 of the 3 USDHS priorities for SHSP:*

  o *Priority One – Whole Community*

  o *Priority Two – Building Prevention and Protection Capabilities*

  o *Priority Three – Maturation and Enhancement of State and Major Urban Area Fusion Centers*

<u>Excess Delivery Acquisition Program</u>

Training providers have a limited supply of training for each state. Occasionally, a state exhausts the "free" training that is available. In these cases, NTED has an Excess Delivery Acquisition Program (EDAP) that allows NTED training partners to charge for a course delivery when more deliveries of a requested class are needed than the training provider's grant funds can accommodate. USDHS Homeland Security Grant Program (HSGP) funds can be used to pay for the delivery of EDAP classes with the approval of the state administrative agent training point of contact (SAA TPOC). In order to spend HSGP funding on course deliveries, courses must be approved for funding through the NTED. Courses included in the State- or Federal-Sponsored course catalogs fall within the NTED mission scope and have been approved through an independent course review and approval process. Therefore, if the SAA/TPOC authorizes delivery of or attendance to a course in the State- or Federal-Sponsored course catalogs, Homeland Security Grant Program (HSGP) funds can be used to reimburse the local jurisdiction for delivery of and attendance to the course. The Indiana Department of Homeland Security does not have separate HSGP funding to pay for out-of-state training. Local HSGP funds may be available for use, but this use must be coordinated with your district fiscal agent.

3.4. Reimbursement Requirements for Training Events

A district utilizing any DHS-dedicated funding must meet the following requirements:

- Individual attending training must be a member of the District Planning Council or a rostered member of the District Response Task Force in order to request reimbursement.
  - o Any non-members of the above groups requesting funding support for training activities must be approved by the District Planning Council and IDHS with sufficient justification.
- Training must be approved by the District Planning Council or District Training & Exercise Subcommittee if granted authority by the District Planning Council.
- Application must be submitted to the IDHS Preparedness and Training Division at least 60 days prior to the course start date.
- The District Fiscal Agent may be required to adjust the budget that will be used to fund the training event. This can be accomplished in the Indiana Grants Management System (iGMS).
- Persons attending the training must have a public safety identification (PSID) number. Individuals who do not know their PSID or do not have one may get a number by visiting the PSID web site at http://www.in.gov/dhs/3207.htm.

3.5. Support Materials

Cost that are allowable in the SHSP exercise and training funding include those related to planning, meeting space, facilitation costs, consumable materials and supplies, travel, and documentation. Some examples of allowable expenses include:

- Paper, writing utensils, ink, toner
- Copying fees
- Printing manuals
- Identification badges
- Signs
- Rental items
- Light refreshments

3.6. Travel Expenses

Travel costs (e.g. airfare, mileage, per diem, and hotel) are allowable expenses by employees who are on travel status for official business related to planning, conduct, or participation in the approved training event. If mileage is claimed, the mileage rate shall be based on the current rate paid by the State of Indiana. This travel reimbursement is restricted to travel within the State of Indiana. Out of state travel is considered a special request and will be reviewed per the special training request guidance within this document. All events for which travel expense reimbursement is requested must be pre-approved by IDHS and have an approved NEXS number. **Federal requirements specify that grant recipients follow either their local travel policies and rates or the state's rates, whichever is lower.** Below is the State Per Diem Rate Schedule.

State Per Diem Rate Schedule		
**To be eligible, individual must be in travel status during meal allowance period for at least three consecutive hours.		
	In State	Out of State
Midnight to 10:00 AM	Breakfast: $8.00	Breakfast: $10.00
10:00 AM to 3:00 PM	Lunch: $8.00	Lunch: $10.00
3:00 PM to Midnight	Dinner: $10.00	Dinner: $12.00
Total Daily Amount	$26.00	$32.00

3.7. Lodging Expenses

IDHS recognizes the following State policy:

Students eligible for lodging during the course are those who will be traveling more than fifty (50) miles to the training venue. Students traveling more than seventy five (75) miles are eligible for lodging the night before the first day of the training event.

- IDHS will recognize web based mapping tools to calculate a student's mileage, i.e. Mapquest.
- A copy of a mapping image showing mileage (distance traveled) must be submitted for **each** student requesting mileage reimbursement and is the responsibility of the student to provide a copy to the fiscal agent for submission.
- Mileage is calculated from a student's residence to the training venue and from the venue back to the student's residence at conclusion of training event.
- Additional mileage may be reimbursed from hotel to training venue and training venue to hotel if training is multiple days.
- Incidental mileage is **not** allowable (Example: Driving from training venue to restaurant or hotel to restaurant or sightseeing travel).

3.8. Mileage

The reimbursement rate for mileage shall be based on the lowest rate of either the local or state rate.

- Mileage logs shall include:
  - Date(s) of Travel
  - Starting Location Address
  - Destination Address
  - Total Miles Driven
    - MapQuest or other web based mapping tools can serve as representation for mileage
  - Signature of the individual requesting the mileage reimbursement.

A student requesting mileage must submit a fuel receipt in addition to other supporting documentation demonstrating that student actually drove their vehicle to attend training. The receipt must be dated to the time period of the training. IDHS reserves the right to request additional proof to support a student's claim for mileage reimbursement.

3.9. Consultants/Contractors

The services of a contractor/consultant may also be procured to support the conduct of a training course. The applicant's formal written procurement policy must be followed as long as those procedures meet or exceed the federal procurement standards established in 44 CFR 13.36. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm); even though such work may benefit both activities. The subgrantee shall be responsible for any agreements or contracts for the procurement of contractors/consultants for the execution of the training event. The contractor/consultant expenses shall be part of the detailed estimated budget and the final detailed District training budget.

3.10. Personnel Expenses (Overtime)

Actual wages paid by an employer incurred by participating agencies to personnel involved in training courses over and above their normal scheduled work hours may be reimbursed as overtime. Supporting documentation must contain the following:

- Names of employees involved
- Normal pay
- Overtime rate
- Hours involved in training (This does not include travel time, only actual time in the class room)
- Proof employee is overtime eligible
- Copy of the employer's overtime policy
- Original signature of agency executive officer

Overtime may include part time or half time employees who work over and above their normal scheduled work hours or work week.

Overtime reimbursement will not exceed 12 hours per 24-hour period and only pertains to time in the class room.

3.11. Backfill

Personnel costs of employees who work over and above their normal scheduled work hours, or work week, in order to perform the duties of those temporarily assigned to participate in approved training

course outside their core responsibilities may be reimbursed as backfill. Supporting documentation must contain the following:

- Names of employees involved
- Normal pay
- Overtime rate
- Hours involved in training (This does not include travel time, only actual time in the class room)
- Proof employee is overtime eligible
- Copy of the employer's overtime policy
- Original signature of agency executive officer

This may include part time or half time employees who work over and above their normal scheduled work hours or work week.

Backfill reimbursement will not exceed 12 hours per 24-hour period and only pertains to time in the classroom.

3.12. Paid –For-Call/Paid-On-Call/Paid-By-Call Personnel

If a department relies upon paid-for-call/paid-on-call or paid-by-call personnel, and opts to include them in approved homeland security training events, grant funds may be used to pay for their participation in accordance with their departments established payroll policy, to include both hourly and flat rate costs. In no case is dual compensation allowable. Supporting documentation must contain the following:

- Names of employees involved
- Normal pay
- Overtime rate
- Hours involved in training (This does not include travel time, only actual time in the class room)
- Proof employee is overtime eligible
- Copy of the employer's paid for call/paid on call policy
- Original signature of agency executive officer

Paid-For-Call/Paid-On-Call/Paid-By-Call personnel reimbursement will not exceed 12 hours per 24-hour period and only pertains to time in the classroom.

3.13. Volunteers

Certain volunteers may receive a stipend when participating in a training funded by the National Preparedness Directorate (NPD) Homeland Security Grant Program (HSGP).

For the purpose of this stipend, a volunteer is defined as an individual who is a member of an emergency response organization and are completely unpaid and no legal agreement exists to support pay for training and exercise activities. This includes volunteer firefighters as defined under IC 36-8-12-2. The volunteer may not receive payment from any other source while participating in the training activities; this includes vacation or sick time for their employer. This does not include volunteers from specific exempt organizations such as the American Red Cross or Community Emergency Response Teams (CERT), who are not eligible for reimbursement.

Stipend –The stipend for volunteers is $15.00 per hour for each hour the volunteer is present at the training course that includes the time actually at the training venue. This stipend includes any time spent in planning for the training course including attendance at planning conferences and meetings in accordance to Homeland Security Exercise and Evaluation Program HSEEP guidelines.

If a district determines that they want to provide this stipend to eligible volunteers, the stipends shall be included in the organization's budget and will be distributed by the district fiscal/legal agent to the organization.

In no case will a volunteer receive dual funding from his/her full/part-time paid job and from National Preparedness Directorate (NPD) Homeland Security Grant Program (HSGP) funding for participation in the same approved Homeland Security training activity. An employee is eligible for the stipend if the training is outside his or her normal work hours. An employee is not eligible for the stipend if the training occurs during his or her vacation, personal or sick leave. It is the responsibility of the approving authority to record all volunteer hours for which stipends are requested and to provide a written report to IDHS as part of final budget documentation.

3.14. Unauthorized Training Course Costs

USDHS Grant funds for training are "reimbursement" grants and do not allow payment for any expense until all conditions set forth in this policy are met. In addition, there are some expenses that are not allowed which include:

- Costs incurred prior to the effective date of the sub-grant agreement are not allowable.
- Reimbursement for maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks and ambulances).
- Equipment that is purchased for permanent installation and/or use, beyond the scope for training conduct (e.g., radios, vehicles, furniture, computers, projectors, etc).
- Replacement cost for lost, stolen or broken equipment.
- Fringe benefits.
- Supplanting: A grant recipient may not use Federal grant funds to defray any costs that the recipient already is obligated to pay. A grant recipient must use federal funds to supplement existing funds for program activities and may not replace (supplant) non-federal funds that they have appropriated for the same purpose.
- Any fees or costs related to an individual that does not successfully complete the approved training course. Documentation such as certificate of completion, agendas, and course sign in sheet must be turned in with reimbursement requests as a PDF file uploaded both to the NEXS and the iGMS.
- Funds are not allowed to be used for the development of any training program or curriculum.
- Working lunches or meals for didactic training events (classroom). Note: Exercises as defined by HSEEP are considered different for the purpose of this guidance.
- Expenditures that are not in compliance with Sub-Grant Agreements, Grant Agreements or MOU governing grant funds.

3.15. Training Course Reimbursement

The following applies to jurisdictions or agencies that request to utilize SHSP grant funds for the purpose of planning and conducting training courses. Funding for approved training courses shall be disbursed after all of the following conditions have been met:

- A fully executed sub-grant agreement is in place between the Indiana Department of Homeland Security and the jurisdiction responsible for managing the grant funds for the district.
- All required training course documentation is submitted to the State Exercise Training Officer or State Training Officer. All documents and materials shall be submitted within 45 days after the execution of the training course. Electronic format is desired for reporting of all training documentation (MS Word, PDF, Excel, scanned documents). Failure to submit training documentation within 45 days may result in denial of reimbursements.

- All supporting documentation with the exception of video and sound files should be uploaded into iGMS Indiana Grants Management System and the NEXS. PowerPoints for non-NTED approved training should be saved as PDF and uploaded as well.
- Documentation Required for Reimbursement
  - Detailed budget including instructor costs, printing, working meals, etc.
  - All sign-in forms
  - Training participant rosters and evaluation forms
  - Personnel cost documentation
  - Minutes and sign-in forms from planning meetings
  - Multimedia presentations (unless using NTED-approved curriculum, in which case no PowerPoints are required), handouts, plan of instruction, etc.
  - Topics covered in training course or course curriculum
  - Syllabus or agenda with course hours identified
  - Evaluation/surveys used in training course
  - Number of hours spent participating in the training program
  - Hourly rate of participant (agency policy)
  - Overtime rate of the participant (agency policy)
  - Total amount of stipend for volunteers (must include the name, number of hours and rate for each volunteer)
  - Copies of training attendance sheets must be included in this documentation verifying the person's participation
  - An agency overtime policy, backfill or call policies must be kept in the fiscal agents office for monitoring of the grant by the Grants Management Office if a request for reimbursement has been made
  - All contractor invoices
  - Supporting mileage documentation from each student residence to training venue and hotel to training venue (Example: Mapquest mileage calculation)
  - Agency mileage logs
  - Any other documentation requested by IDHS

3.16. Final Detailed Budget

Shall be accompanied by the invoices or readable receipts for all allowable expenses including vehicle costs, mileage, planning and conduct consumable costs, personnel costs, consultant/contractor costs, and all other allowable and approved expenses related to the total project, and presented in a format acceptable to IDHS.

All mileage reimbursement shall be documented by the district and included in the final detailed budget. Fuel is not reimbursable for training events, only mileage.

Mileage: Copies of all mileage logs indicating miles traveled during the planning and execution of the training event are received by IDHS. The reimbursement rate for mileage shall be based on the rate currently paid by the State of Indiana.

Mileage logs shall include date(s) of travel, starting location address, destination address, total miles driven, and signature of the individual requesting the mileage reimbursement.

An overtime reimbursement document must be completed by each agency requesting overtime/backfill/volunteer reimbursement for participation in training activities on a form approved by IDHS. All overtime/backfill/volunteer reimbursement submissions shall be completed, signed, and submitted by the Chief Executive Officer of the requesting agency i.e., Police Chief/Fire Chief. This documentation will be kept in the fiscal agent's office with the file for later monitoring by the Grants Management Office.

The training event is entered into the online database of the National Exercise Schedule (NEXS) via the Homeland Security Exercise Evaluation Program (HSEEP) portal. The Indiana Department of Homeland Security will approve request for reimbursement after all documentation has been reviewed and approved. It shall be the responsibility of the requesting agency or jurisdiction fiscal/legal agent to ensure that all parties eligible for reimbursement receive payment.

The reimbursement provided shall not exceed the amount of the signed sub-grant agreement.

3.17. Steps to follow for all Training Events:

DPC Approval or Designee

- NEXS Report with detailed budget uploaded
- IDHS reviews NEXS entry and will do one of the following:
    1. IDHS will approved and publish event
    2. IDHS may deny pending additional information
    3. IDHS denies project as it does not meet guidelines
- District conducts training event with IDHS approval
- District submits required documentation to IDHS
- Reimbursement process begins in iGMS

3.18 Requesting a Mobile Training Course Delivery

To host a course delivered by one of the USDHS NTED training providers, including the NDPC, RDPC, or other training providers listed in section 4.2.a.1 *Approved Training*, the below process must be followed. Some courses are only offered to a state once per year. In those cases, priority will be given to the area that can guarantee a full course or a centrally located area in an IDHS district.

Because Indiana works on a district concept of planning, training, exercising, and responding together, all requests for approved training must be open to all relevant agencies within your district. A request from one agency or county will generally not receive approval; a request supported by an entire district that agrees to send students from multiple disciplines and multiple jurisdictions (district must agree to send students to the course, not just to bring the course in) will receive far greater attention. This method of conducting classes as a district is supportive of the district focus IDHS is encouraging (including the District Response Task Forces, Training and Exercise Planning Workshops, grants, exercises, and other training).

A. Course Requirements:

All course requests must meet the following:

1. Fall within the district, state, or federal mission scope to prepare state and local personnel to prevent, respond to, and recover from natural and human-caused disasters including acts of terrorism involving CBRNE weapons. (Hamilton and Marion Counties must also conform with the urban area [UASI] homeland security strategy if using USAI funding)
2. Sustain capabilities that meet a specific need identified through the district training & exercise planning workshop (TEPW) process
3. Address specific tasks articulated in the Universal Task List and Core Capabilities List
4. Conform with applicable federal, state, and/or local certification, regulatory, and policy requirements deemed appropriate for this type and level of training.

B. Course Request Process

1. Requesting local agency conducts training needs analysis, determines need for training, and completes training request form at least 90 days[1] in advance of requested course date.
2. Requesting local agency forwards request to county emergency management agency (EMA)[2].
3. County EMA forwards request to district training & exercise (T&E) sub-committee for review and approval.
   a. District T&E sub-committee evaluates need for training within district and determines:
      1) Whether course fits into district and/or state priorities, objectives, or goals
      2) Whether district can support course with adequate student registration
         i. District must meet minimum student registration numbers at least 7 days in advance of course or course may be cancelled. Registration minimum is set by training provider.
   a. If district determines course is needed, course request moves forward.
   b. If district determines course is not needed, course does not meet district or state priorities, objectives, or goals, or if minimum student enrollment cannot be provided, course request may be denied.   *Note: Requesting local agency may request special permission to host course even if district does not see a need IF the local host can provide adequate justification for course (ie., training is for special event) and a roster of minimum # of required students at least 30 days in advance of course start date. This will be handled on a case-by-case basis through the IDHS SAA Training Point of Contact.*

4. IDHS receives approval from district training & exercise sub-committee to provide NTED training within district and approves or rejects training request.
   a. IDHS approval will depend on the following:
      1) Additional courses being provided within the district at the same time as requested course which may cause a conflict (ie., an overlap in target audience)
      2) If additional offerings of the same or similar course are being provided within the state
      3) How well past courses were received in the district (does the district fill requested courses or does the district have a history of requesting courses that cannot be filled; any major issues with requested course in other parts of the state or country such as inconsistent information being taught or conflicts with district or state policies, etc.)
      4) Availability of courses and funding from training provider (some training providers only allow 1 allocation of a course per state; in these cases, the SAA TPOC will allocate the course to the largest requesting metropolitan area/area most likely to fill the course; most central requesting area when possible; and/or the area with the greatest need for the training)
5. Once approved by IDHS, course request is forwarded to USDHS training provider. IDHS will notify local EMA of course approval.
6. Local EMA will post course on the National Exercise Schedule (NEXS) website at least 15 days in advance of course start date.
   a. NEXS posting must include the following items
      i. Course syllabus/overview/flyer
      ii. Course agenda with course hours identified
      iii. Course budget (even if $0.00)
      iv. Student roster 7 days in advance of course
      v. Final student roster within 7 days of course end
      vi. Final course/instructor evaluation forms with 7 days of course end
      vii. Multimedia presentations including course manual, visuals, plan of instruction, handouts, exercises, etc.

Course request must be at least 90 days out from desired start date to ensure course can be marketed and logistics can be arranged in time.

To ensure inclusion in the district training needs analysis, this process should be done at least 30 days in advance of the district's annual training & exercise planning workshop (TEPW).

C. Course Logistics:

Course logistics will be worked out by local requesting agency ("host") and training provider. Once training location is confirmed, provider and host contact IDHS to ensure course is posted on IDHS consolidated training website for marketing. Host may need to complete additional IDHS course worksheet to ensure correct logistical information.

4. CONTACT INFORMATION

Questions about Training & Exercise should be directed to:

Meghan Luke	**Amy Lindsey**
State Exercise Training Officer	**State Training Officer**
Indiana Dept. of Homeland Security	**Indiana Dept. of Homeland Security**
(317) 519-8976	**(317) 234-2539**
mluke@dhs.in.gov	**alindsey@dhs.in.gov**
Lauren Eickman	**Jonathan Snell**
Northern Exercise Program Manager	**Southern Exercise Program Manager**
Indiana Dept. of Homeland Security	**Indiana Dept. of Homeland Security**
(317) 518-0227	**(317) 501-4270**
leickman@dhs.in.gov	**jsnell@dhs.in.gov**

At no time will the training request be reviewed if not endorsed by the District Planning Council.

Appendix A – Detailed NEXS Event Report

NATIONAL EXERCISE SCHEDULE
(NEXS)

Detailed Event Report

GENERAL INFORMATION

Name: Shaking Bedrock	**Status:** Published
Series: Indiana - NLE11	**Dates:** May 16, 2011 7:00 am
Unique ID: 214-107-09-003	to May 20, 2011 5:00 pm
Type: Full-Scale	
National Level Event: No	
Tier: None	

Event POC: Tony Pagano (tpagano@dhs.IN.gov) 317-234-4788
Lead Planner: Tony Pagano (tpagano@dhs.IN.gov) 317-234-4788

Program:

Theme:
☐Port
☐Continuity of Operations (COOP)
☐Mass Transit

Mission:
☐Response
☐Recovery

Scope:
☐Local
☐Federal
☐State
☐Intrastate (e.g. multi-county)
☐Regional (multi-state)
☐International
☐Private Sector
☐Nongovernmental/Volunteer Organization

Scenario:
Natural Disaster
•Major Earthquake

Overview:
This is a Full Scale Exercise testing Indiana's catastrophic earthquake plan in conjunction with US DHS National Level Exercise 11.

Target Capabilities:

Communications, Community Preparedness and Participation, Citizen Evacuation and Shelter-In-Place, Critical Resource Logistics and Distribution, Emergency Operations Center Management, Emergency Public Information and Warning, Mass Care (Sheltering, Feeding, and Related Services), Medical Surge, Economic and Community Recovery, Restoration of Lifelines, Structural Damage and Assessment

EVENT LOCATION(S)

Primary Location

Name of Venue: Indiana State Emergency Operations Center	**Comments:**
Address: 302 W Washington St Indianapolis, IN 46204	
FEMA Region: FEMA Region V **County/Parish:** **Military Installation:** ☐	

NATIONAL EXERCISE SCHEDULE (NEXS)
DETAILED EVENT REPORT
U.S. Department of Homeland Security

Location	
Name of Venue: Muscatatuk Urban Training Center	**Comments:**
Address: Butlerville, IN 47223	
FEMA Region: FEMA Region V **County/Parish:** **Military Installation:** [X]	

DETAILED INFORMATION

Lead Planning Organization(s)	
Organization Name: •**Indiana Department of Homeland Security (PRIMARY)**	**Point of Contact:**

Sponsoring Agency(ies)	
Agency Name: □Indiana Department of Homeland Security	**Comments:**

Direct Support Exercise: [ ]   **RESP:** [ ]

Contingency
Contingencies: □Animal Health □Civil Disturbance □Force Protection □Mass Rescue Operations □Natural Disaster

Major Participants	
Participating Organization:	**Point of Contact:**

Conferences		
Conference Name	**Start Date**	**End Date**
•Concepts & Objectives (C&O) Meeting Indianapolis, IN 46204	04/09/2009 9:00AM	04/09/2009 2:00PM
•Initial Planning Conference (IPC)	09/02/2009 9:00AM	09/02/2009 2:00PM
•Mid-Term Planning Conference (MPC) Indianapolis, IN 46204	05/21/2010 9:00AM	05/21/2010 2:00PM
•MSEL Conference	12/14/2010 9:00AM	12/14/2010 3:00PM

Shaking Bedrock

•Final Planning Conference (FPC)	03/03/2011 9:00AM	03/03/2011 2:00PM
•After Action Conference (AAC)	06/28/2011 9:00AM	06/28/2011 2:00PM

Shaking Bedrock

APPENDIX B – BUDGET PLAN

Sample Exercise Budget

Budget:	$80,000	2010 SHSP
	$0	Grant Funds 2
	$0	Grant Funds 3
	$0	Grant Funds 4
TOTAL:	$80,000	

Category	Fund Source	Budget	Expended	Balance	Notes
Personnel					
OT for Full Scale Exercise	2010 SHSP	$8,000.00	$3,500.00	$4,500.00	
OT For Training Events	2010 SHSP	$4,000.00	$1,000.00	$3,000.00	
	2010 SHSP			$0.00	
	2010 SHSP			$0.00	
	2010 SHSP			$0.00	
Personnel Costs Total		**$12,000.00**	**$4,500.00**	**$7,500.00**	
Planning					
Room rental	2010 SHSP	$500.00	$500.00	$0.00	
Toner/Copies	2010 SHSP	$1,000.00	$300.00	$700.00	
Paper	2010 SHSP	$150.00	$85.00	$65.00	
Signs	2010 SHSP	$200.00	$150.00	$50.00	
EXPLAN/Contrller and Evaluator Doc's	2010 SHSP	$500.00	$500.00	$0.00	
Planning Costs Total		**$2,350.00**	**$1,535.00**	**$815.00**	
Contractor/Consultant					
S$S Exerrcise Consultants	2010 SHSP	$10,000.00	$10,000.00	$0.00	
	2010 SHSP			$0.00	
	2010 SHSP			$0.00	
	2010 SHSP			$0.00	
	2010 SHSP			$0.00	
Organization Costs Total		**$10,000.00**	**$10,000.00**	**$0.00**	
Travel					
Hotel Expenses	2010 SHSP	$3,000.00	$2,899.00	$101.00	
Mileage for planning meetings	2010 SHSP	$1,000.00	$850.00	$150.00	
Per Diem for Planning Meetings	2010 SHSP	$500.00	$600.00	-$100.00	
	2010 SHSP			$0.00	
	2010 SHSP			$0.00	
Travel Costs Total		**$4,500.00**	**$4,349.00**	**$151.00**	
Training					
High Angle Rescue Course Fee	2010 SHSP	$1,500.00	$1,500.00	$0.00	
Technical Rescue Course Fee	2010 SHSP	$1,500.00	$1,500.00	$0.00	
	2010 SHSP			$0.00	
	2010 SHSP			$0.00	
	2010 SHSP			$0.00	
Training Costs Total		**$3,000.00**	**$3,000.00**	**$0.00**	
Exercises					
Working Lunch	2010 SHSP	$3,000.00	$3,000.00	$0.00	
Props	2010 SHSP	$500.00	$450.00	$50.00	
Fuel	2010 SHSP	$500.00	$225.00	$275.00	
Port-a-Pot Rental for Full Scale Exercise	2010 SHSP	$200.00	$400.00	-$200.00	
	2010 SHSP			$0.00	
Exercises Costs Total		**$4,200.00**	**$4,075.00**	**$125.00**	
M&A 3%					
Fiscal Agent M&A	2010 SHSP	$2,400.00	$2,400.00	$0.00	
	2010 SHSP			$0.00	
	2010 SHSP			$0.00	
	2010 SHSP			$0.00	
	2010 SHSP			$0.00	
M&A Costs Total		**$2,400.00**	**$2,400.00**	**$0.00**	
TOTAL		**$38,450.00**	**$29,859.00**	**$8,591.00**	
UNOBLIGATED FUNDS	**$41,550.00**	**$0.00**	**$0.00**	**$0.00**	

APPENDIX C – GENERAL EXERCISE/TRAINING FUNDING CHECKLIST

Documents in this section are mandatory for all exercise events:

☐   DPC approves Training or Exercise Event, if not already on Multi-year Training & Exercise Plan (TEP). DPC minutes must be provided

☐   Concepts and Objectives/Planning meeting conducted

☐   Create a budget GAN for your training and exercise fund and in the narrative portion explain where the funding you are removing from the original budget will go. For instance, "Move $5000 to a new project for Earthquake Exercise."

☐   Develop draft budget for the exercise/training event and enter into the iGMS.

☐   Initial information entered into NEXS

☐   Draft budget uploaded to NEXS

☐   IDHS staff reviews and approves NEXS entry or requests additional information

☐   IDHS staff reviews and approves iGMS GAN and budget entry or requests additional information

☐   Complete additional information as needed depending on exercise type (continued below)

In addition to the above minimum requirements, documentation for Full Scale, Functional, Tabletop, and Drill Exercises to be uploaded to project budget includes — but is not limited to — the following:

☐   Minutes and sign-in forms from HSEEP planning conferences (IPC, MPC, FPC)

☐   After Action Reports (AAR)

☐   Improvement Plan (IP)

☐   Exercise participant rosters

☐   Personnel cost documentation

☐   Any and all other documentation related to or part of the complete exercise process as may be required by IDHS

In addition to minimum requirements, documentation for Seminars, Workshops, Games, and Simulations to be uploaded to project budget includes — but is not limited to — the following:

☐   Minutes and sign-in forms from all planning meetings
☐   Multimedia presentations including PowerPoint files, video files, sound files, etc.
☐   Policies, Plans or Procedures developed during workshops
☐   Other pertinent documents used in seminars, games or simulations

In addition to minimum requirements, documentation for training events to be uploaded to the project budget includes — but is not limited to — the following:

☐   All Sign-in forms (actual student signatures required)

☐   Training participant rosters (roster of pre-registered students)

☐   Personnel cost documentation

☐   Total number of class room hours spent (actual participation)

☐   Hourly rate of participant (IDHS policy)

☐   Overtime rate of the participant (IDHS policy).   An overtime reimbursement document must be completed by each agency requesting overtime/backfill/volunteer reimbursement for participation in training activities on a form approved by IDHS. All overtime/backfill/volunteer reimbursement submissions shall be completed, signed, and submitted by the Chief Executive Officer of the requesting agency i.e., Police Chief/Fire Chief

☐   Total amount of stipend for volunteers (must include the name, number of hours and rate for each volunteer)

☐   All Contractor Invoices

☐   Supporting Mileage Documentation from each student residence to training venue and hotel to training venue (Example: Map Quest mileage calculation)_ Mileage logs shall include date(s) of travel, starting location address, destination address, total miles driven, and signature of the individual requesting the mileage reimbursement

Also required at IDHS discretion:

☐   Any other documentation requested by IDHS

☐   Minutes and sign-in forms from planning meetings

☐   Topics covered in training course or course curriculum

☐   Syllabus or Agenda with Course Hours Identified

☐   Evaluation/surveys used in training course

☐   An agency overtime policy, backfill or call policies must accompany the reimbursement request

☐   Course/Instructor evaluation forms

☐   Multimedia presentations including PowerPoint files, video files, and sound files

APPENDIX D – NTED & DISTRICT USDHS MOBILE TRAINING REQUESTS

The U.S. Department of Homeland Security's National Training and Education Division (NTED) serves the nation's first responder community, offering more than 100 courses to help build skills that responders need to effectively function in mass consequence events. NTED primarily serves state, local, and tribal entities in public safety disciplines.

Instruction is offered at the awareness, performance, and management/planning levels. Students attend NTED courses with the basic skills of their profession and learn how to apply them in the context of disaster preparedness, response, and recovery. Course subjects range from weapons of mass destruction (WMD) terrorism, cyber-security, and agro-terrorism to citizen preparedness.

Courses are online and classroom-based and are offered in residence (i.e. at a training facility outside Indiana) or through mobile programs in which courses are brought to locations that request them (i.e. in Indiana).

NTED training partners include:

1. National Domestic Preparedness Consortium (NDPC)
   - All Center for Domestic Preparedness (CDP) in Anniston, AL
   - The Energetic Materials Research and Testing Center (EMRTC), a division of the New Mexico Institute of Mining and Technology (New Mexico Tech) in Socorro, NM
   - The National Center for Biomedical Research and Training (NCBRT), at Louisiana State University (LSU) in Baton Rouge, LA
   - The National Emergency Response and Rescue Training Center (NERRTC) at Texas A&M University in College Station, TX
   - Counter Terrorism Operations Support (CTOS)/The Nevada Test Site (NTS) in North Las Vegas, NV
   - National Center for Emergency Response in Surface Transportation (NCERST) in Pueblo, CO
   - National Disaster Preparedness Training Center at the University of Hawaii (NDPTC) in Manoa, Hawaii

2. Rural Domestic Preparedness Consortium (RDPC)
   - East Tennessee State University
   - Eastern Kentucky University
   - Iowa Central Community College
   - North West Arkansas Community College
   - The University of Findlay
   - North Carolina Central University

3. Naval Post Graduate School
   - Center for Homeland Security Studies

4. Other Training Partners
   - Florida State University
   - West Virginia University
   - University of TX, San Antonio
   - Northwestern State University
   - Western Oregon University Community Policing Institute
   - National Sheriff's Association
   - University of California, Davis
   - George Washington University
   - National White Collar Crime Center
   - American Prosecutors Research Institute

- Waukesha County Technical College
- University of Southern Mississippi
- Federal Law Enforcement Training Center
- International Association of Assembly Managers
- Michigan State University
- University of Las Vegas, Nevada
- Telecommunications for the Deaf, Inc.
- Water Environment Federation
- American Medical Association
- American College of Emergency Physicians
- The Council of State Archivists
- Ball State University
- National Partnership for Environmental Technology Education
- Meals on Wheels
- University of Illinois, Regional Institute for Community Policing
- Memorial Institute for the Prevention of Terrorism
- International Association of Fire Fighters
- University of Arkansas, Criminal Justice Institute
- The Center for Rural Development, Inc.
- Dartmouth College
- National League of Cities
- Sacramento County Sheriff's Department
- Transportation Technology Center, Inc.
- University of Maryland, Baltimore
- National Domestic Preparedness Coalition, Inc. (not to be confused with the National Domestic Preparedness Consortium)
- International Association of Campus Law Enforcement Administrators
- University of Connecticut
- University of Tennessee
- Naval Postgraduate School

Note: USDHS does not approve or recommend specific training providers or courses; rather the courses have been approved for delivery using USDHS grant funding. Per NTED, all courses requested MUST meet the state's strategic plan for homeland security and emergency management or relate to a special project (evaluated on a case-by-case basis). Course requests that do not meet the IDHS strategic plan may be denied.

About the National Domestic Preparedness Consortium (NDPC)

The NDPC is a partnership of several nationally recognized organizations whose membership is based on the urgent need to address the counter-terrorism preparedness needs of the nation's emergency first responders within the context of all hazards including chemical, biological, radiological, and explosive Weapons of Mass Destruction (WMD) hazards. Training is most often hosted by urban locations (as opposed to the Rural Domestic Preparedness which focuses training at rural locations), but can be hosted by any entity that can meet minimum student requirements.

Each of the institutions' focus on developing and delivering products and services according to their institutional base of expertise. Under this arrangement, the consortium has achieved remarkable results in the nation's unified effort to bring all levels of government, business, and the emergency response community to new degrees of preparedness. Together these members collectively assist in preventing, protect against, respond to, and recover from incidents of national significance.

The consortium's strategic coordination and planning activities are led by a chairperson, who is assisted by one principal from each member institution. The chairperson position rotates between member organizations on a biannual basis. Each institution also provides a working group that coordinates and integrates the operations of the consortium.

The National Domestic Preparedness Consortium (NDPC) provides training for eligible public safety responders. Training may be provided at the school ("resident"), at your location ("mobile"), or online. For resident courses, travel and lodging costs are generally provided by the hosting school. Some schools also cover meals, however, check with the school.
The NDPC is a partnership of several nationally recognized organizations whose membership is based on the urgent need to address the counter-terrorism preparedness needs of the nation's emergency first responders within the context of chemical, biological, radiological, and explosive weapons of mass destruction (WMD) hazards. For more information on the NDPC visit http://www.ndpc.us/.

About The Rural Domestic Preparedness Consortium (RDPC)

The nation's rural emergency responders face unique challenges when compared to their urban counterparts. In recognizing the need for consistent, quality training which addresses those challenges, Congress and the Department of Homeland Security (DHS) established the Rural Domestic Preparedness Consortium (RDPC) to develop and deliver relevant all-hazards training in support of rural homeland security requirements. All training delivered by the RDPC is certified by DHS and is offered tuition-free.

Led by Eastern Kentucky University, the RDPC is comprised of academic partners that possess extensive experience and niche capabilities in developing and delivering homeland security curriculum to the rural emergency response community.

For more information on RDPC courses, visit http://www.ruraltraining.org/courses. All requests for RDPC training must first go through the State Administrative Agent Training Point of Contact (SAA TPOC).

About the Naval Postgraduate School (NPS)

The Naval Postgraduate School Center for Homeland Defense & Security (CHDS) has been the nation's premier provider of homeland security graduate and executive level education since 2002. NPS and the U.S. Department of Homeland Security are partnering to pioneer the development and delivery of homeland security education programs for governors, mayors and senior homeland security leaders from across a wide spectrum of disciplines in local, tribal, state and federal government, and the military. For more information on the Master's Degree program, Executive Leaders program and other resources including the Homeland Security Digital Library, please visit their website.

About Other Training Providers

Formerly called competitive training grantees, these institutions and agencies receive USDHS NTED grant funding to develop training for first responders. Most often, courses are delivered via mobile training (at the requestor's agency) rather than in-residence at the training provider's location.

These training providers generally have a limited number of offerings for each course and when their grant funding expires, requesting host agencies may be required to use federal grant funds through the Excess Delivery Acquisition Program (EDAP).

Costs for Training

USDHS grant funding is being cut throughout the country, including funding for NTED training providers. Many NTED courses are offered for little to no cost to jurisdictions, however, consider carefully when requesting a course for mobile delivery or when sending personnel to resident courses. Although a course cancellation may not cost the local jurisdiction money, cancellations may still cost the training provider in course material fees, airline fees, loss of income for contracted instructors, and loss of income on other courses that could have been scheduled during the requested time frame. Likewise, cancellations of students from resident courses may cost the training provider airline fees, housing fees, course material fees, and may leave other students on a wait list if the student neglects to attend a course without notifying the training provider.

While many NTED course are free to requesting jurisdictions, training providers have a limited supply of training for each state. Occasionally, a state exhausts the "free" training that is available. In these cases, NTED has an Excess Delivery Acquisition Program (EDAP) that allows NTED training partners to charge for a course delivery when more deliveries of a requested class are needed than the grant funds can accommodate. NTED pre-approves the cost of delivering the course so that states pay only for the cost of instruction, not the curriculum development costs that were paid by NTED training grant funds. USDHS Homeland Security Grant Program (HSGP) funds can be used to pay for the delivery of EDAP classes with the approval of the SAA TPOC.

In order to spend HSGP funding on course deliveries, courses must be approved for funding through the National Training & Education Division (NTED) of the USDHS. All National Domestic Preparedness Consortium (NDPC), Rural Domestic Preparedness Consortium (RDPC), and other training providers (listed above) courses are considered pre-approved. Any vendor not listed above and not on the NTED website is considered non-approved and must be vetted through the SAA TPOC. A full list of NTED training providers can be found here: https://www.firstrespondertraining.gov/TEI/trainingProviders.jsp

Most NTED courses do not require meals during training. However, if an NTED course requires a meal, grant funding can be used to cover the overall meal cost. In order for the meal cost coverage to be approved, the NTED course has to require a meal as to not disrupt training. NTED courses will usually specify if a working lunch is needed. To cover meal costs using grant funding, you must submit a request at least 15 days prior to the date of the scheduled training course. Meal cost coverage will be submitted to and approved/denied by the SAA TPOC.

Requesting a Mobile Course Delivery

To host a course delivered by one of the USDHS NTED training providers, including the NDPC, RDPC, or other training providers listed above, the below process must be followed. Some classes are only offered to a state once per year. In those cases, priority will be given to the area that can guarantee a full class or a centrally located area in an IDHS district.

Because Indiana works on a district concept of planning, training, exercising, and responding together, all requests for consortium training must be open to all relevant agencies within your district. A request from one agency or county will generally not receive approval; a request supported by an entire district that agrees to send students from multiple disciplines and multiple jurisdictions (district must agree to send students to the course, not just to bring the course in) will receive far greater attention. This method of conducting classes as a district is supportive of the district focus IDHS is encouraging (including the District Response Task Forces, Training and Exercise Planning Workshops, grants, exercises, and other training).

A. Course Requirements:

All course requests must meet the following:

1. Fall within the district or IDHS public safety mission scope to prepare state and local personnel to prevent, respond to, and recover from natural and human-caused disasters including acts of terrorism involving Chemical, Biological, Radiological, Nuclear, or High-Yield Explosives (CBRNE) weapons. (Hamilton and Marion Counties must also conform with the urban area [UASI] homeland security strategy)
2. Build additional capabilities that meet a specific need identified through the district training & exercise planning workshop (TEPW) process
3. Address specific tasks articulated in the Universal Task List and Target Capabilities List
4. Conform with applicable federal, state, and/or local certification, regulatory, and policy requirements deemed appropriate for this type and level of training.

B. Course Request Process
1. Local agency conducts training needs analysis, determines need for training, and completes training request form at least 60 days[1] in advance of requested course date.
2. Local agency forwards request to county emergency management agency (EMA)[2].
3. Local EMA forwards request to district training & exercise (T&E) sub-committee for review and approval.
   a. District T&E sub-committee evaluates need for training within district and determines:
      i. Whether course fits into district and/or state priorities, objectives, or goals
      ii. Whether district can support course with adequate student registration
         1) District must meet minimum student registration numbers at least 7 days in advance of course or course may be cancelled. Registration minimum is set by training provider.
   b. If district determines course is needed, course request moves forward.
   c. If district determines course is not needed, course does not meet district or state priorities, objectives, or goals, or if minimum student enrollment cannot be provided, course request may be denied.

Note: Local agency may request special permission to host course even if district does not see a need IF the local host can provide adequate justification for course (ie., training is for special event) and a roster of minimum # of required students at least 30 days in advance of course start date. This will be handled on a case-by-case basis through the IDHS SAA TPOC.

4. IDHS receives approval from district training & exercise sub-committee to provide consortium training within district and approves or rejects training request.
   a. IDHS approval will depend on the following:
      i. Additional courses being provided within the district at the same time as requested course which may cause a conflict (ie., an overlap in target audience)
      ii. If additional offerings of the same or similar course are being provided within the state
      iii. How well past courses were received in the district (does the district fill requested courses or does the district have a history of requesting courses that cannot be filled; any major issues with requested course in other parts of the state or country such as inconsistent information being taught or conflicts with district or state policies, etc.)
      iv. Availability of courses and funding from training provider (some training providers only allow 1 allocation of a course per state; in these cases, the SAA TPOC will allocate the course to the largest requesting metropolitan

area/area most likely to fill the course; most central requesting area when possible; and/or the area with the greatest need for the training)

5. Once approved by IDHS, course request is forwarded to USDHS training provider. IDHS will notify local EMA of course approval.
6. Local EMA will post course on the National Exercise Schedule (NEXS) website at least 15 days in advance of course start date.

   a. NEXS posting must include the following items
      i. Course syllabus/overview/flyer
      ii. Course agenda with course hours identified
      iii. Course budget (even if $0.00)
      iv. Student roster 7 days in advance of course
      v. Final student roster within 7 days of course end
      vi. Final course/instructor evaluation forms with 7 days of course end
      vii. Multimedia presentations including course manual, visuals, plan of instruction, handouts, exercises, etc.

[1] Course request must be at least 60 days out from desired start date to ensure course can be marketed and logistics can be arranged in time.
[2] To ensure inclusion in the district training needs analysis, this process should be done at least 30 days in advance of the district's annual training & exercise planning workshop (TEPW).

For a list of IDHS districts and county EMA contacts, visit http://www.in.gov/dhs/2797.htm. For a list of district Training & Exercise Subcommittee contacts, contact your county Emergency Management Director, IDHS District Field Coordinator, or District Administrator.

C. Course Logistics:

Course logistics will be worked out by local requesting agency ("host") and training provider. Once training location is confirmed, provider and host contact IDHS to ensure course is posted on IDHS consolidated training website for marketing. Host may need to complete additional IDHS course worksheet to ensure correct logistical information.

MOBILE TRAINING REQUEST FORM

The following Training Request Form is to be used for each entity (jurisdiction or agency) requesting approval for training associated with the Indiana Department of Homeland Security or training funded by the US Department of Homeland Security. The appropriate sections are to be filled out depending upon the type of training requested.

Pre-Approved Training:
The U.S. Department of Homeland Security (USDHS) National Training and Education Division (NTED) has hundreds of courses that are pre-approved for use of USDHS grant funding. These include the National Domestic Preparedness Consortium (NDPC), the Rural Domestic Preparedness Consortium (RDPC), and other training providers. Some of these courses are free while others may be delivered under the Excess Delivery Acquisition Program (EDAP), but allow for use of USDHS grant funding to support the training request. To view the current catalog of pre-approved USDHS courses, visit https://www.firstrespondertraining.gov/catalogs/NTED_Course_Catalog.pdf.

Non-Approved Training (for-profit/vendor courses):
Courses not listed in the USDHS NTED training catalog are considered "non-approved" and must meet USDHS training requirements before funding authorization can be provided. In order to ensure the training meets the USDHS Training & Exercise Integration (TEI)/Training Operations (TO) requirements and Indiana Department of Homeland Security Strategy, courses must comply with the TEI doctrine. The following language is taken directly from the TEI/TO website located at

https://www.firstrespondertraining.gov/TEI/. **All Non-Approved Training requests must include attachments describing the training.**

Jurisdictions intending to use funds to support attendance for non-approved courses must meet the following guidelines:

1. *Course must fall within the USDHS TEI/TO mission scope to prepare personnel to prevent, protect, respond to, and recover from acts of terrorism and catastrophic events.*
2. *Course must build additional capabilities that:*
   a. *Support a specific training need identified by the state, district, or urban area, and*
   b. *Comply with the State (IDHS) or Urban Area Security Initiative (UASI) Homeland Security Strategy.*
      i. *Indianapolis UASI applies to Hamilton and Marion Counties only*
3. *Course must address specific tasks and/or competencies articulated in National Preparedness Directorate's (NPD) Emergency Responder Guidelines and the Homeland Security Guidelines for Prevention and Deterrence.*
4. *Course must address specific core capabilities as listed in the USDHS Target/Core Capabilities List.*
5. *Jurisdiction must comply with all applicable federal, state, and local regulations, certifications, guidelines, and policies deemed appropriate for the type and level of training.*

If you have any questions pertaining to training requests, please contact your District Administrator, IDHS District Coordinator, or the State Training Officer, Amy Lindsey, at 317-234-2539.

MOBILE TRAINING REQUEST FORM

Submit mobile training request <u>at least sixty (90) days</u> before the anticipated training date.

☑ IDHS/NTED Pre-Approved Training Request   ☐ Non-Approved Training Request

Requesting Jurisdiction/Agency: Today's Date:

Course Point of Contact: Phone:

Requested Course Code & Title:

Requested Date(s):   1st choice   2nd choice   3rd choice

Course Location Address: City: Zip:

Course start/end times: /   Projected # of Participants:

Describe how this request aligns with district training and exercise priorities and objectives and/or the Indiana State Strategy for Homeland Security:

Target Capabilities Addressed (Select all that apply):

(Details on the target capabilities and universal tasks: http://www.fema.gov/pdf/government/training/tcl.pdf)

Common Capabilities
☐ Planning
☐ Communications
☐ Community Preparedness and Participation
☐ Risk Management
☐ Intelligence and Information Sharing and Dissemination

Prevent Mission Capabilities
☐ Information Gathering and Recognition of
☐ Indicators and Warning
☐ Intelligence Analysis and Production
☐ Counter-Terror Investigation and Law Enforcement
☐ CBRNE Detection

Protect Mission Capabilities
☐ Critical Infrastructure Protection
☐ Food and Agriculture Safety and Defense
☐ Epidemiological Surveillance and Investigation
☐ Laboratory Testing

Respond Mission Capabilities
☐ On-Site Incident Management
☐ Emergency Operations Center Management
☐ Critical Resource Logistics and Distribution
☐ Volunteer Management and Donations Recovery

☐ Responder Safety and Health
☐ Emergency Public Safety and Security
☐ Animal Disease Emergency Support
☐ Environmental Health
☐ Explosive Device Response Operations
☐ Fire Incident Response Support
☐ WMD and Hazardous Materials
☐ Response and Decontamination
☐ Citizen Evacuation and Shelter-in-Place
☐ Isolation and Quarantine
☐ Search and Rescue (Land-Based)
☐ Emergency Public Information and Warning
☐ Emergency Triage and Pre-Hospital Treatment
☐ Medical Surge
☐ Medical Supplies Management and Distribution
☐ Mass Prophylaxis
☐ Mass Care (Sheltering, Feeding and Related Services)
☐ Fatality Management

Recover Mission Capabilities
☐ Structural Damage Assessment
☐ Restoration of Lifelines
☐ Economic and Community

MOBILE TRAINING REQUEST FORM

All costs must be allowable under both the corresponding federal grant guidance and IDHS Training & Exercise Guidance. Please refer to www.rkb.us for federal grant guidance documents.

Will grant funding be required to support this request? ☐ **Yes** ☐ **No**

If yes, identify grant year: **Fund source:** ☐SHSP ☐EMPG ☐Other: (Specify)

Training Expenses (maximum anticipated)	Cost
Instructor(s) Pay:	
Instructor(s) Travel:	
Student Overtime/Backfill:	
Student Travel:	
Student Attendance Fees:	
Training Materials/Supplies:	
Refreshments:	
Facility Rental:	
Miscellaneous:	
Total Anticipated Cost	$0.00

Requesting Jurisdiction/Agency will provide: ☐Instructor(s) ☐Course Materials

IDHS will provide on behalf of the requestor: ☐ Instructor(s) ☐Course Materials

Training provider will provide: ☐ Instructor(s) ☐Course Materials

Identify training provider:

DISTRICT APPROVAL

By signing below, you agree the requested course meets district training and exercise priorities/objectives as established at the annual Training and Exercise Planning Workshop; the course is necessary to fulfill requirements set forth in the TEPW; and the district will support the course with students from all public safety and relevant private sector agencies throughout the district. In the event the district cannot support the course with minimal student numbers as required by the training provider, the course may be cancelled or postponed.

If no district training & exercise committee exists, form may be signed by the District Administrator.

_____   _____
Requesting Jurisdiction/Agency   Date   County Emergency Mgmt Director   Date

OR

_____   _____
*District Training & Exercise Cmte. Chair   Date   District Administrator   Date

_____
State Training Officer   Date

APPENDIX E – FY 2011 HSGP ALLOWABLE COSTS

FY 2011 Allowable Cost Matrix

Allowable Program Activities Current as of FY 2011 Programs* See the respective program guidance for additional details and/or requirements *As of Publication	FEMA HSGP					
	SHSP	UASI	OPSG	MMRS	CCP	LETPA
Allowable Planning Costs						
Developing hazard/threat-specific annexes that incorporate the range of prevention, protection, response, and recovery activities	Y	Y		Y	Y	Y
Developing and implementing homeland security support programs and adopting ongoing DHS national initiatives	Y	Y		Y	Y	Y
Developing related terrorism prevention activities	Y	Y		Y	Y	Y
Developing and enhancing plans and protocols	Y	Y		Y	Y	Y
Developing or conducting assessments	Y	Y		Y	Y	Y
Hiring of full- or part-time staff or contract/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties)	Y	Y		Y	Y	Y
Conferences to facilitate planning activities	Y	Y		Y	Y	Y
Materials required to conduct planning activities	Y	Y		Y	Y	Y
Travel/per diem related to planning activities	Y	Y	Y	Y	Y	Y
Overtime and backfill costs (in accordance with operational Cost Guidance)	Y	Y	Y	Y	Y	Y
Other project areas with prior approval from FEMA	Y	Y	Y	Y	Y	Y
Issuance of WHTI-compliant Tribal identification cards	Y					
Activities to achieve planning inclusive of people with disabilities	Y	Y		Y	Y	
Allowable Organizational Activities						
Reimbursement for select operational expenses associated with increased security measures at critical infrastructure sites incurred (up to 50 percent of the allocation)	Y	Y				Y
Overtime for information, investigative, and intelligence sharing activities (up to 50 percent of the allocation)	Y	Y	Y			Y
Hiring of new staff positions/contractors/consultants for participation in information/intelligence analysis and sharing groups or fusion center activities (up to 50 percent of the allocation)	Y	Y				Y
Allowable Equipment Categories						
Personal Protective Equipment	Y	Y	Y	Y	Y	
Explosive Device Mitigation and Remediation Equipment	Y	Y	Y			Y

Allowable Program Activities Current as of FY 2011 Programs* See the respective program guidance for additional details and/or requirements *As of Publication	FEMA HSGP					
	SHSP	UASI	OPSG	MMRS	CCP	LETPA
CBRNE Operational Search and Rescue Equipment	Y	Y	Y	Y	Y	
Information Technology	Y	Y	Y	Y	Y	Y
Cyber Security Enhancement Equipment	Y	Y	Y	Y		Y
Interoperable Communications Equipment	Y	Y	Y	Y	Y	Y
Detection	Y	Y	Y	Y		Y
Decontamination	Y	Y	Y	Y	Y	
Medical	Y	Y	Y	Y	Y	
Power	Y	Y	Y	Y	Y	Y
CBRNE Reference Materials	Y	Y	Y	Y		Y
CBRNE Incident Response Vehicles	Y	Y	Y	Y	Y	
Terrorism Incident Prevention Equipment	Y	Y	Y			Y
Physical Security Enhancement Equipment	Y	Y	Y			Y
Inspection and Screening Systems	Y	Y	Y	Y		Y
Agriculture Terrorism Prevention, Response, and Mitigation Equipment	Y	Y		Y		
CBRNE Prevention and Response Watercraft	Y	Y				Y
CBRNE Aviation Equipment	Y	Y		Y		Y
CBRNE Logistical Support Equipment	Y	Y		Y	Y	Y
Intervention Equipment	Y	Y				Y
Public Alert and Warning Equipment	Y	Y				
Disability Access and Functional Needs	Y	Y		Y	Y	
Other Authorized Equipment	Y	Y		Y	Y	Y
Allowable Training Costs						
Overtime and backfill for emergency preparedness and response personnel attending FEMA-sponsored and approved training classes	Y	Y	Y	Y	Y	Y
Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in FEMA training	Y	Y	Y	Y	Y	Y
Training workshops and conferences	Y	Y	Y	Y	Y	Y
Activities to achieve training inclusive of people with disabilities	Y	Y		Y	Y	
Full- or part-time staff or contractors/consultants	Y	Y		Y	Y	Y
Travel	Y	Y	Y	Y	Y	Y
Supplies	Y	Y	Y	Y	Y	Y
Tuition for higher education	Y	Y	Y	Y	Y	Y
Other items	Y	Y	Y	Y	Y	Y
Allowable Exercise Related Costs						
Design, Develop, Conduct, and Evaluate an Exercise	Y	Y		Y	Y	Y
Exercise planning workshop	Y	Y		Y	Y	Y
Full- or part-time staff or contractors/consultants	Y	Y		Y	Y	Y
Overtime and backfill costs, including expenses for part-time and	Y	Y		Y	Y	Y

Allowable Program Activities Current as of FY 2011 Programs* See the respective program guidance for additional details and/or requirements *As of Publication	FEMA HSGP					
	SHSP	UASI	OPSG	MMRS	CCP	LETPA
volunteer emergency response personnel participating in FEMA exercises						
Implementation of HSEEP	Y	Y		Y	Y	Y
Activities to achieve exercises inclusive of people with disabilities	Y	Y		Y	Y	
Travel	Y	Y		Y	Y	Y
Supplies	Y	Y		Y	Y	Y
Other items	Y	Y		Y	Y	Y
Allowable Management & Administrative Costs						
Hiring of full- or part-time staff or contractors/consultants to assist with the management of the respective grant program, application requirements, and compliance with reporting and data collection requirements	Y	Y	Y	Y	Y	Y
Development of operating plans for information collection and processing necessary to respond to FEMA data calls	Y	Y	Y	Y	Y	Y
Costs associated with achieving emergency management that is inclusive of the access and functional needs of workers and citizens with disabilities	Y	Y		Y	Y	
Overtime and backfill costs	Y	Y	Y	Y	Y	Y
Travel	Y	Y	Y	Y	Y	Y
Meeting related expenses	Y	Y	Y	Y	Y	Y
Authorized office equipment	Y	Y	Y	Y	Y	Y
Recurring expenses such as those associated with cell phones and faxes during the period of performance of the grant program	Y	Y	Y	Y	Y	Y
Leasing or renting of space for newly hired personnel during the period of performance of the grant program	Y	Y	Y	Y	Y	Y

APPENDIX F- ACRONYMS

AARS/IPS	AFTER ACTION REPORTS/ IMPROVEMENT PLANS
AEL	AUTHORIZED EQUIPMENT LIST
BFFPSE	BOARD OF FIREFIGHTER PERSONNEL STANDARDS & EDUCATION
BSIR	BIANNUAL STRATEGY IMPLEMENTATION REPORT
BZPP	BUFFER ZONE PROTECTION PROGRAM
CAP	CORRECTIVE ACTION PROGRAM
CBRNE	CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR, OR HIGH-YIELD EXPLOSIVES
CCP	CITIZEN CORPS PROGRAM
CCTV	CLOSED-CIRCUIT TELEVISION
CERT	COMMUNITY EMERGENCY RESPONSE TEAMS
CPX	COMMAND POST EXERCISE
CSEPP	CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM
DFTC	DISTRICT FIRE TRAINING COUNCILS
DPC	DISTRICT PLANNING COUNCIL
EHP	ENVIRONMENTAL& HISTORICAL PRESERVATION
EMPG	EMERGENCY MANAGEMENT PERFORMANCE GRANT
EMS	EMERGENCY MEDICAL SERVICES
EOP	EMERGENCY OPERATIONS PLAN
FAA	FEDERAL AVIATION ADMINISTRATION
FE	FUNCTIONAL EXERCISE

FEMA	FEDERAL EMERGENCY MANAGEMENT AGENCY
FOST	FIRE OFFICER STRATEGY & TACTICS
FSE	FULL-SCALE EXERCISE
GAN	GRANT ADJUSTMENT NOTICE
HHS	HEALTH AND HUMAN SERVICES
HMEP	HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS
HSD	HOMELAND SECURITY DISTRICT
HSEEP	HOMELAND SECURITY EXERCISE & EVALUATION PROGRAM
HSGP	HOMELAND SECURITY GRANT PROGRAM
HSPD 8	HOMELAND SECURITY PRESIDENTIAL DIRECTIVE 8
IDHS	INDIANA DEPARTMENT OF HOMELAND SECURITY
IECGP	INTEROPERABLE EMERGENCY COMMUNICATIONS GRANT PROGRAM
IFSAC	INTERNATIONAL FIRE SERVICE ACCREDITATION COUNCIL
IFTS	INDIANA FIREFIGHTER TRAINING SYSTEM
IGMS	INDIANA GRANTS MANAGEMENT SYSTEM
ISIP	INITIAL STRATEGY IMPLEMENTATION PLAN
JCAHO	JOINT COMMISSION ON ACCREDITATION OF HEALTHCARE ORGANIZATIONS
MMRS	METROPOLITAN MEDICAL RESPONSE SYSTEM

MRC	MEDICAL RESERVE CORPS
MSEL	MASTER SCENARIO EVENT LIST
NEXS	NATIONAL EXERCISE SCHEDULE
NFIRS	NATIONAL FIRE INCIDENT REDPORTING SYSTEM
NIMS	NATIONAL INCIDENT MANAGEMENT SYSTEM
NPD	NATIONAL PREPAREDNESS DIRECTORATE
OPSG	OPERATION STONEGARDEN
PSID	PUBLIC SAFETY IDENTIFICATION NUMBER
REP	RADIOLOGICAL EMERGENCY PREPAREDNESS
SAA	STATE ADMINISTRATIVE AGENCY
SAC	SENIOR ADVISORY COMMITTEES
SHSP	STATE HOMELAND SECURITY PROGRAM
SOP	STANDARD OPERATING PROCEDURES
TEP	TRAINING & EXERCISE PLAN
TEPW	TRAINING & EXERCISE PLANNING WORKSHOP
TTX	TABLETOP EXERCISE
UASI	URBAN AREA SECURITY INITIATIVE
UAWGS	URBAN AREAS WORK GROUP
USDHS	UNITED STATES DEPARTMENT OF HOMELAND SECURITY